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ABSTRACT

Regis College policies and procedures are described in this 1976 faculty handbook. Chapter 1 covers college organization and governance, including roles of academic officers and committees. Specific faculty data are presented in Chapter 2, such as definition of academic ranks and titles, recruitment and appointment, promotion, tenure, review, severance, duties and responsibilities, student advising, professional ethics, service to the institution, workload, professional growth and development, community service, political activity, outside employment, academic freedom, grievances, institutional supports, research supports, sabbatical leaves, leaves or absence, fringe benefits, and honors. Chapter 3 deals with professional librarians, and Chapter 4 concerns equal employment opportunity policy. (LBH)

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FACULTY HANDBOOK

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HE 008 303

REGIS COLLEGE

August 15
1976

PREAMBLE

This Faculty Handbook reflects College policy as of the date of publication. To keep the Faculty Handbook current, it will be reviewed biennially by an ad hoc committee appointed by the Regis College Chapter of the American Association of University Professors and the President of the College. Any additions, deletions, or amendments to parts of this manual, made at the time of review or at any other time, will be mutually agreed to by the faculty and the College and will be published and disseminated to the faculty and the professional staff of the College.

It is hoped that the members of the faculty and the professional staff of the College will find this manual a useful codification of the policies and procedures of Regis College as they relate to the faculty.

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COLLEGE ORGANIZATION AND GOVERNANCE

1.1 Organizational Charts and Job Descriptions

Detailed organizational charts and job descriptions for all administrative officers, both academic and non-academic, are available in the Office of the Dean of the College and in the Dayton Memorial Library. The principal academic positions are briefly described in this chapter.

1.2 Board of Trustees

The Board of Trustees is the legal governing body of the Regis Educational Corporation of which Regis College is one unit. As such, it is the final institutional authority and grants all degrees awarded by the institution, on the recommendation of the faculty. Its primary responsibility is the articulation of general educational policies and academic goals. In so doing, it is obligated to husband the financial resources of the corporation and to relate them to the likely needs of the future, and to assure that the Jesuit tradition serves as a prelude to and inspiration for the future of the institution. While maintaining a general overview, the Board entrusts the conduct of administration to the President and through him to other administrative officers of the institution; and to the faculty, the Board entrusts the conduct of teaching and research. When ignorance or ill-will threatens the institution or any part of it (e.g., an attack on academic freedom), the Board is available for support of the President, the faculty, or the student body, thereby defending the vested interests of society in the Regis Educational Corporation.

1.3 President

The President is appointed by the Board of Trustees, with the involvement of the faculty in the selection process. As the chief executive officer of the institution, the President supervises and directs the affairs of the Regis Educational Corporation. It is the duty of the President to assure that the standards and procedures in operational use within the institution conform to the policies established by the Board of Trustees and to the standards of sound academic practice. He shares responsibility for the definition and attainment of goals and for operating the communications system

which links the components of the corporation. He is largely responsible for the maintenance of existing institutional resources and the creation of new resources. He is the chief spokesman and representative of the Regis Educational Corporation and works for public understanding. In all these areas, the responsibilities of the President are to plan, organize, direct, and represent.

1.4 Academic Officers

1.4.1 Dean of the College

The Dean of the College is appointed by the President with the advice of and in consultation with the faculty. The Dean is the chief educational officer of Regis College and is directly responsible to the President for planning, integrating, coordinating, and implementing instructional, faculty development, and research programs which will accomplish the aims of the College. The Dean of the College writes letters of appointment for all faculty members and delegates to members of his staff, various directors, chairpersons, and others, direct responsibility for the quality of individual and department programs, for the prompt completion of day-to-day administrative activities necessary to sustain the academic programs, and for the prompt completion of special projects.

1.4.2 Assistant Dean of the College

The Assistant Dean of the College is appointed by the Dean of the College with the consultation of the faculty. The Assistant Dean of the College provides direct supervision and planning for academic services for both students and faculty. He serves as the staff officer of the College on matters pertaining to faculty relations such as teaching load, scheduling of classes, instructional services, and budgets. He also supervises the student academic advisory system, analyzes and reviews all student-related academic policies and procedures, and recommends any necessary changes in these policies and procedures.

1.4.3 Registrar

The Registrar is appointed by the Dean of the College and is supervised by the Assistant Dean of the College. The

Registrar provides direct supervision and planning for maintenance of all student academic records, including registration and student academic information. In conjunction with the appropriate faculty groups, the Registrar also supervises the preparation of revisions to the Regis College Bulletin.

1.4.4 Head Librarian

The Head Librarian, an appointee of the Dean of the College, administers and supervises the Dayton Memorial Library of Regis College and all personnel, equipment, and services undertaken within that facility.

1.4.5 Assistant Dean for Science and Technology Programs

The Assistant Dean for Science and Technology Programs is appointed by the Dean of the College. The Assistant Dean is responsible for assuring an active growth in Regis College science, mathematics, and technological programs which will maximize the use of personnel, space, and materials allotted to that academic area of the College.

1.4.6 Department Chairperson

Department Chairpersons represent the faculty and have administrative responsibilities within their respective departments. They have the special obligation to build departments strong in scholarship and teaching capacity. The Chairperson of every academic department is a ranked faculty member, appointed by the Dean of the College upon the recommendation, by majority vote, of the members of the department. If the Dean of the College does not concur in the department's selection of a Chairperson, he[1] must give the department his reasons in writing and discuss his recommendations with the department. In the exceptional circumstance when the Dean of the College and the department cannot reach agreement, the matter is referred to the President, and his

[1] "He" is used throughout this Faculty Handbook as a neutral pronoun.

decision is final. When, in the best interests of the department or the College, it is necessary to appoint a Department Chairperson from outside the college, the Dean of the College and the department will conduct a cooperative search and the Dean of the College, with the advice of and in consultation with the department, will appoint a Department Chairperson. A Department Chairperson will be evaluated yearly by each member of the department. These written evaluations will be submitted to the Division Director. After reviewing the evaluations, the Division Director will discuss their content with the Department Chairperson without identifying particular department members and will also discuss his own evaluation of the Department Chairperson.

1.4.6.1 Term of Office

The Department Chairperson serves a term of three years which ends on the day of Spring Commencement. He may be reappointed if the department members so recommend.

A Department Chairperson can be relieved of his administrative duties at any time during the term of his appointment. The department can remove the Chairperson from office if one-half of the department members sign a petition requesting removal of the Chairperson and if two-thirds of the department so vote by written ballot in a consequent department meeting, the Division Director presiding, in which the Chairperson has had the opportunity to answer the complaints set forth in the recall petition. The Dean of the College can relieve the Department Chairperson of his administrative duties if there is clear indication of the necessity for such action, but only after consultation with the department and after the Chairperson has had the opportunity to respond to the Dean of the College concerning the problem. Being relieved of administrative duties does not affect the individual's status as a faculty member, and, unless there are unusual circumstances, he can expect to have a full-time teaching load as soon as practical after relief from the Chairperson's job.

When a Department Chairperson is to be absent for a period of one month or less, he has the authority to appoint a substitute from within the department after consultation with the Dean of the College. When his absence is unforeseen or will be for more than a month, the Dean of the College will appoint an Acting Chairperson after consultation with the department.

1.4.6.2 Duties and Responsibilities

The Department Chairperson's duties and responsibilities include:

a. scheduling regular department meetings;
b. preparing the agenda and presiding over all department meetings and forwarding the minutes of such meetings to the members and to the Dean of the College;
c. maintaining a file of departmental records;
d. assisting departmental faculty in a yearly evaluation of their performance and preparing the required written evaluations covered elsewhere in this Faculty Handbook;
e. making recommendations to the Committee on Rank and Tenure regarding promotion in rank, advancement to tenure, and renewal of contracts of departmental faculty members;
f. drawing up the teaching schedule of the department after consultation with the individual members, and subject to the approval of the Assistant Dean of the College;
g. recruitment of new faculty as specified in Section 2.3, "Policies on Recruitment and Appointment";
h. acquainting new faculty members with departmental and college policies and procedures;
i. encouraging active participation in learned societies and in research activities by department members;

j. preparing, in consultation with departmental faculty, departmental objectives, descriptions and revisions of teaching programs, curricula, and course descriptions for the Bulletin and the Committee on Educational Policies;

k. preparing, in consultation with members of the department, the yearly budget and supervising the implementation of the budget;

l. keeping on file the outline or syllabus of all special studies courses offered by departmental faculty;

m. overseeing and assisting in the department's academic advising program;

n. preparing the annual report on the department's progress;

o. evaluating student complaints regarding department members and handling them in accordance with department and college procedures;

p. supervising and being accountable for the departmental procedure by which students are accepted as majors and approved for graduation;

q. supervising the departmental procedures for informing majors about graduate and professional schools and helping them gain admission to such schools;

r. supervising, in conjunction with the Assistant Dean of the College, other facilities of the department;

s. selecting departmental office staff, supervising their duties, and evaluating their performance when applicable within the college's personnel policies; and

t. assigning to other members of the department such specific duties as will make possible the more effective operation of the department.

1.4.7 Division Director of a Division without Departments

The Director of an academic Division which has eliminated the traditional departmental organization in favor of an integrated unit is appointed by the Dean of the College upon

the recommendation, by majority vote, of the members of the division. The Director of a division with the equivalent of three or more areas and eight full-time-equivalent faculty members has a three-hour reduction in teaching load.

A Division Director is evaluated yearly by each member of the division, in the manner set forth above for Department Chairpersons (Section 1.4.6.1), except that these evaluations are submitted to the Dean of the College. After reviewing the evaluations, the Dean of the College will discuss their content with the Division Director, without identifying particular division members, and will also discuss his own evaluation of the Division Director.

1.4.7.1 Term of Office

The Director of an integrated Division serves a term of four years which ends on the day of Spring Commencement of either an odd or an even year as set forth in Section 1.4.8.1, "Term of Office." He may be reappointed if the division members so recommend and may be relieved of his administrative duties in the manner described above for removal of Department Chairpersons (Section 1.4.6.1).

1.4.7.2 Duties and Responsibilities

The Director of an integrated Division combines the duties and responsibilities set forth in Section 1.4.6.2, "Duties and Responsibilities" (of a Department Chairperson) and 1.4.8.2, "Duties and Responsibilities" (of a Division Director of a Division with Departments).

1.4.8 Division Director of a Division with Departments

The Director of an academic Division which retains traditional departmental organization is appointed by the Dean of the College upon the recommendation, by majority vote, of the members of the division.

A Division Director is evaluated yearly by each member of the division, in the manner set forth above for Division Directors of Divisions without Departments (Section 1.4.7).

1.4.8.1 Term of Office

The Director of a non-integrated Division serves a term of two years which ends on the day of Spring Commencement. The terms of the Directors of the Divisions of Administrative Science and Business, of Social Sciences, and of Religious Studies and Philosophy end in even-numbered years; those of the Directors of the Divisions of Humanities and of Natural Science and Mathematics end in odd-numbered years. In the case of Division Directors, the terms expire on schedule even though there is a change in Directorship during the term. A Division Director may be reappointed if the Division members so recommend and may be relieved of his administrative duties in the manner described above for the removal of Department Chairpersons (Section 1.4.6.1).

1.4.8.2 Duties and Responsibilities

The Division Director's duties and responsibilities include:

a. scheduling regular division meetings;
b. preparing the agenda for division meetings, presiding over them, and forwarding the minutes of such meetings to the division members and to the Dean of the College;
c. maintaining a file of divisional records;
d. assisting departmental chairmen in a yearly evaluation of their performance and preparing the required written evaluations covered elsewhere in this Faculty Handbook;
e. making recommendations to the Committee on Rank and Tenure regarding promotion in rank, advancement to tenure, and renewal of contracts of department chairpersons in the Division;
f. representing their divisions on the Committee on Educational Policies, including bringing divisional matters to the Committee's attention and preparing recommendations for the Committee, reporting to their respective divisions on the proceedings of the Committee on Educational Policies, and leading discussion on matters pending in

the Committee on Educational Policies in order to ascertain how the division wishes the Division Director to cast the division's vote in the Committee;

g. encouraging intradivisional cooperation and courses and keeping on file the outline or syllabus of such courses;

h. preparing the annual report on the division's progress;

i. supervising the non-instructional personnel and the material resources of the division; and

j. assigning to other members of the division such specific duties as will make possible the more effective operation of the division.

1.5 Other Officers of the Administration

Other principal administrative positions and the organization of the major administrative offices of the College are briefly described in Appendix A.

1.6 Standing Committees of the College

The standing committees of the College actively participate in the governance of the College as specified in this section.

1.6.1 General Procedures

Faculty service on the Standing Committees of the College is governed by the provisions of Section 2.8.5.3, "Non-teaching Load."

Unless otherwise noted, the chairperson of every committee is elected to a one-year term at the beginning of the academic year by the members of the committee; chairpersons may succeed themselves if duly re-elected. This statement in no way implies that a committee has to organize itself in a traditional manner.

An ex officio member of a committee is one who becomes a member of a committee by virtue of an office held. Unless otherwise noted, such members have the same rights and responsibilities as do other members of the committee.

Elections of committee members other than ex officio members are supervised by the Committee on Committees and Elections at the prescribed times.

Appointments of appointive committee members are made by the Dean of the College in coordination with the Committee on Committees and Elections, usually at the beginning of the academic year.

Each committee is responsible for preparing agenda, establishing leadership, maintaining minutes and records, filing reports, assigning tasks to committee members, and evaluating in writing the performance of committee members for the Committee on Rank and Tenure.

Unless otherwise noted, the members of every committee may succeed themselves.

All faculty members and administrative officers of the College are welcome to attend all committee meetings, except executive sessions.

1.6.2 Group A Committees

Group A Committees normally meet forty or more hours per academic year on a set schedule.

1.6.2.1 Committee on Rank and Tenure

The Committee on Rank and Tenure annually reviews the progress of the faculty with regard to their professional growth and their fulfillment of the obligations of faculty appointments and makes recommendations to the President and to the Dean of the College concerning personnel actions such as advancement to tenure and promotion in rank as set forth in Section 2.6, "Procedure for Review, Promotion in Rank, and/or Advancement to Tenure."

The Committee is composed of five members elected between March 15 and March 31 by the following criteria:

a. Each member must be a full-time, tenured member of the faculty with three or more years of continuous service at Regis

College who holds the rank of Assistant Professor, Associate Professor, or Professor; and

b. no more than two members may be from any one academic division.

Nominations for service on this committee will include all of the faculty members eligible to serve, unless an individual notifies the Committee on Committees and Elections in writing that he does not wish to be considered. A simple majority of the votes cast shall be necessary for election. Terms of office expire in rotation with three terms ending in one year, two ending in the next year, and none ending in the third year. Vacancies are filled by special election; a person elected to fill a vacancy serves for the remainder of that term.

The duties and responsibilities of the Committee on Rank and Tenure include:

a. consideration of and recommendation on all applications for advancement in rank and appointment to tenure;
b. careful application of the criteria for rank and tenure decisions as set forth in Chapters II and III of this Faculty Handbook;
c. reviewing the progress of all faculty as called for in Section 2.6, "Procedures for Review, Promotion in Rank, and/or Advancement to Tenure";
d. seeking such information and maintaining such records as needed to fulfill its functions, including confidential records of its deliberations;
e. ensuring adherence to filing dates as established by the Committee or as specified in Section 2.6, "Procedures for Review, Promotion in Rank, and/or Advancement to Tenure";
f. ensuring that supervisory evaluations are adequate;
g. filing such reports as needed to fulfill its functions;
h. reviewing and recommending desirable changes in the criteria for promotion in rank and for advancement to tenure;

i. participating in the selection of the Regis College Lecturer as specified in Section 2.12, "Faculty Honors";
j. preparing and revising the various forms necessary to carry on its activities;
k. supervising the students' evaluation of all courses; and
l. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.2.2 Committee on Faculty Development and Research

In order to contribute to the attainment of excellence in teaching, the Committee on Faculty Development and Research develops and implements policies, procedures, and programs that will enhance the personal, professional, and instructional development of the faculty and recommends institutional changes and improvements necessary to accomplish these goals.

The committee is composed of eight members as follows:

a. Ex Officio Members
The Dean of the College
The Faculty Development Coordinator [1]

b. Faculty Members
There are six faculty members elected to rotating three-year terms with two terms ending each year. In April of each year the Committee on Committees and Elections sends to the faculty as nominees the names of individuals interested in serving on the Committee on Faculty Development and Research. A simple majority of the votes cast is necessary for election. Vacancies are filled by special election from among individuals nominated as above; a person elected to fill a vacancy serves for the remainder of that term.

The duties and responsibilities of the Committee on Faculty Development and Research include:

[1] The faculty member appointed to this part-time position by the Dean of the College retains full faculty status during the one-year term of his appointment.

a. providing a range of faculty development services to individual faculty members, to academic departments and divisions, and to faculty committees;
b. developing and implementing an on-going faculty development program, including training sessions, consultative services, and other appropriate activities;
c. assisting the faculty to develop secondary teaching competencies;
d. working with the Dean of the College to establish and maintain a faculty development center;
e. assembling and encouraging faculty use of current materials and research relative to instructional methodology and other materials related to faculty development;
f. recommending institutional changes which are supportive of faculty development or which are necessitated by faculty development;
g. establishing policies governing faculty development, research, and travel;
h. supervising the dispersal of both restricted and unrestricted funds related to faculty development, research, and travel;
i. subject to contractual restrictions, allocating faculty development monies in a manner relevant to the developmental needs of the faculty;
j. assisting the Committee on Rank and Tenure in selecting the Regis College Lecturer as specified in Section 2.12, "Faculty Honors"; and
k. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.2.3 Committee on Educational Policies

The Committee on Educational Policies is the College's chief policy-making body concerned with academic-related issues. Its decisions are subject to the approval of the Dean of the College, and differences are resolved by consultation between the Committee and the Dean of the College.

The Committee is composed of twelve members as follows:

a. Ex Officio Members
   The Assistant Dean of the College, who shall serve as Chairperson
   The Assistant Dean for Science and Technology
   The five Division Directors
   The Dean of the College, without vote

b. Faculty Members
   There are two members-at-large elected by the faculty to a two-year term in alternating years; a simple majority of the votes cast shall be necessary for election. In April of each year the five Division Directors shall nominate five faculty members for the Committee. The Committee on Committees and Elections will thereupon conduct the necessary ballotting. Vacancies are filled by election from among five faculty members nominated as above; a person elected to fill a vacancy serves for the remainder of that term.

c. Student Members
   There are two student members on the committee. Each year the Student Executive Board will appoint a student of Junior class standing to a two-year term so that the committee will always have one Junior and one Senior. Vacancies are filled by the Student Executive Board by appointing either a Junior or a Senior depending on the position vacant.

The duties and responsibilities of the Committee on Educational Policies include:

a. reviewing and recommending changes in the educational aims and objectives of the College;
b. developing and maintaining academic planning for the College in light of changes in society, higher education, the faculty, and in the student body, while maintaining respect for human rights and integrity;
c. establishing academic priorities in light of the educational aims and objectives of Regis College;

d. determining when the discontinuance of a program or department is necessary to achieve the educational goals of the College and how to implement such change(s) (see Section 2.7.3.3);

e. establishing and reviewing policies and procedures for granting academic credit for courses, whether permanent or experimental and regardless of source;

f. reviewing and acting on all curriculum proposals;

g. establishing standards concerning internships, independent study, special studies, and honors programs;

h. reviewing and acting on all courses offered for credit, regardless of source, except that courses may be offered for three times for credit on an experimental basis with approval by the Dean of the College;

i. reviewing the experimental courses to be offered each semester;

j. acting on all proposed changes recommended by the Committee on Educational Standards with respect to academic regulations and standards for credit by examination and for credit for non-academic experience;

k. establishing degree requirements;

l. receiving from the Dean of the College and reviewing the annual progress reports of the academic departments, divisions, and Committee on Extraordinary Studies, thereby assisting the Dean of the College in evaluating these reports for his annual report to the President;

m. evaluating and making recommendations on the quality of academic programs;

n. reviewing and acting on all proposed cooperative programs with other institutions, including secondary schools;

o. evaluating and, if necessary, recommending improvements in academic organization and procedures;

p. recommending the academic calendar for Regis College;

q. designing and supervising yearly evaluations of the academic administrative officers of the college by the faculty; and

r. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.2.4 Committee on Educational Standards

The Committee on Educational Standards formulates policy regarding academic standards, student academic regulations, the learning environment, and learning-related services. The Committee reports to the Dean of the College and makes recommendations, when appropriate, to the Committee on Educational Policies through the Assistant Dean of the College.

The Committee is composed of nine members as follows:

a. Ex Officio Members
The Assistant Dean of the College
The Registrar
The Director of Admissions
The Director of the Student Resources Center
The Director of Human Development

b. Faculty Members
There are four faculty members elected by a simple majority vote to a two-year term; two of these positions will terminate in September of each year. Vacancies are filled by election, and a person elected to a vacancy serves for the remainder of that term.

The duties and responsibilities of the Committee on Educational Standards include:

a. reviewing and making recommendations on policies regarding student academic standards, admissions, retention, probation, dismissal, and readmission, assuring that such policies reflect respect for human rights and integrity;

b. establishing a representative panel of committee members, at appropriate times, to decide borderline and appeal cases concerning admission, probation, dismissal, and readmission;

c. formulating and maintaining policies and plans for all phases of the registration and re-registration of students;
d. formulating and maintaining a sound system of student advising;
e. reviewing and making recommendations concerning the maintenance of a sound student record system;
f. specifying what is needed by the Office of the Registrar during the orientation of new and transfer students;
g. specifying and evaluating the elements in the freshman testing program organized and supervised by the Registrar;
h. reviewing and evaluating annually transcript evaluation, credit by examination, and credit for life experiences;
i. designating one committee member to supervise and coordinate graduate study opportunities which involve multiple disciplines (e.g., Rhodes and Woodrow Wilson scholarships);
j. recommending means of improving the study atmosphere or learning environment on campus; and
k. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.3 Group B Committees

Group B Committees normally meet between 20 and 40 hours per academic year.

1.6.3.1 Committee on Extraordinary Studies

The Committee on Extraordinary Studies reviews and administers Special Programs and the Interdivisional, Interdisciplinary, and Flexible Concentrations.[1] The Committee reports annually to the Dean of the College and makes recommendations regarding changes in extraordinary studies to the Committee on Educational Policies through the Assistant Dean of the College.

[1] See page 18.

The Committee is composed of eleven members as follows:

a. Ex Officio Members
   The Assistant Dean of the College
   The Directors of Special Academic Programs [2]

b. Faculty Members
   There are five faculty members, one each from the Divisions of Administrative Science and Business, Humanities, Natural Science and Mathematics, Social Sciences, and Philosophy and Religious Studies, elected by their respective Division to a two-year term beginning in September of odd or even years as specified in Section 1.4.8.1. Vacancies are filled for the remainder of the term by the Division affected.

c. Student Members
   There are two student members on the Committee. Each year the Student Executive Board will appoint a student of Junior class standing to a two-year term so that the Committee will always have one Junior and one Senior. Vacancies are filled by the Student Executive Board by appointing either a Junior or a Senior, depending on the position.

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[1] An Interdivisional Concentration is composed of four subject areas and must include a minimum of 42 upper division hours. The maximum hours to be included in any one subject area is 15 and the minimum is six.

An Interdisciplinary Concentration is a program of major concentration in an area for which there is no established department and which requires courses from numerous departments (e.g., Environmental Studies).

A Flexible Concentration is a student-designed concentration with a particular theme or topic for which there is no established program as such.

Special Programs are special sets of courses which have a relationship to one another in a programmatic way, but which do not constitute an area of concentration, and which are offered to meet special needs or interests (e.g., Scholars Program, Women's Studies).

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[2] Director of the Program on Environmental Studies, Director of Women's Studies, Director of the Scholars Program, and such other directors of special academic programs as may be established in the future.

The duties and responsibilities of the Committee on Extraordinary Studies include:

a. reviewing and making recommendations on policies regarding the Interdivisional, Interdisciplinary, and Flexible Concentration programs;
b. formulating, disseminating, and administering procedures for these programs;
c. advising and guiding students who desire an Interdivisional, Interdisciplinary, or Flexible Concentration;
d. securing from each department and/or subject area an advisor who would be interested in working with students on Interdivisional, Interdisciplinary, and Flexible programs;
e. helping students design a sound Flexible Concentration program;
f. approving Flexible Concentration Programs;
g. establishing a special task force or subcommittee to oversee the Flexible Concentration program;
h. overseeing arrangements for independent studies, internships, and off-campus studies involved in a Flexible Concentration program;
i. establishing and maintaining files on stuents engaged in Interdivisional, Interdisciplinary, or Flexible Concentrations;
j. reviewing at least annually the progress of each student subject to the authority of the Committee;
k. notifying in writing the Office of the Registrar when a student has successfully completed his or her program of study; and
l. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.3.2 Committee on Campus Life

The Committee on Campus Life is the chief policy-making body concerned with non-academic, campus-life-related issues. Its decisions are subject to the approval of the Dean of Campus Life; differences are resolved by consultation between the Committee and the Dean of Campus Life. The Committee has a Sub-Committee on

Athletics, described in Section 1.6.4.5.

The Committee is composed of twelve members as follows:

a. Ex Officio Members
The Associate Dean of Campus Life-Director of Residence Life
The Director of Human Development
The Dean of Campus Life, without vote

b. Faculty Members
There are four members-at-large elected by the faculty to a two-year term; two of these positions will terminate in September of each year. Vacancies are filled by election, and a person elected to a vacancy serves for the remainder of that term.

c. Student Members
There are five student members on the Committee, selected as follows:
1. At the beginning of each academic year, the residents of each resident hall will elect a student to a one-year term.
2. At the beginning of each academic year, the commuting students will elect two students, who must be commuters, to a one-year term.

The duties and responsibilities of the Committee on Campus Life include:

a. reviewing and recommending changes in the campus life aims and objectives of the College;
b. developing and maintaining campus life planning for the College in light of changes in society, higher education, and in the student body, while maintaining respect for human rights and integrity;
c. establishing short- and long-range campus life priorities in light of the educational aims of Regis College;
d. receiving from the Dean of Campus Life and reviewing the annual progress reports emanating from the Office of the Dean of Campus Life, thereby assisting the Dean of Campus Life in evaluating his annual progress report to the President;

e. making recommendations on the quality of campus life programs;
f. advising the Office of the Dean of Campus Life concerning such matters as are brought before the Committee by the Dean of Campus Life;
g. facilitating communications between the Office of the Dean of Campus Life and the faculty;
h. facilitating the relationship which should exist between the academic and non-academic aspects of student life; and
i. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.4 Group C Committees

Group C Committees normally meet less than 20 hours per academic year.

1.6.4.1 Committee on Committees and Elections

The Committee on Committees and Elections reviews the operation of all other committees and supervises general faculty elections.

The Committee is composed of five members, one from each Division elected by the Division at the beginning of odd or even years as specified in Section 1.4.8.1 to a two-year term. Vacancies are filled for the remainder of the term by the Division affected.

The duties and responsibilities of the Committee on Committees and Elections include:
a. conducting a general review of each standing committee of the College at least once every three years and reporting its findings and recommendations to the committee involved and the appropriate administrative officer;
b. reviewing and making recommendations for the more efficient operation of the committee system; conducting and supervising all general faculty elections, except those related to specific faculty organizations such as the Regis College Chapter of the Ameri-

can Association of University Professors;

d. acting as a nominating body prior to general faculty elections unless otherwise provided for, keeping in mind the personal interests of faculty members and the workload provisions of Section 2.8.5.3, "Non-Teaching Load," and keeping in mind, when appropriate, the need to achieve wide faculty representation on committees;

e. annually polling the faculty to determine the committee interests and the current committee assignments of each faculty member;

f. recommending to the appropriate authority faculty members for positions on committees filled by appointment, keeping in mind the personal interests of faculty members and the workload provisions of Section 2.8.5.3, "Non-Teaching Load"; and

g. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.4.2 Committee on Medical Sciences Evaluation

The Committee on Medical Sciences Evaluation reviews and processes applications of Regis students, including alumni, to health-related professional schools, primarily medical and dental schools.

The Committee is composed of five members as follows:

a. Ex Officio Member
The Registrar

b. Faculty Members
Three faculty members from the Division of Natural Sciences and Mathematics are elected in September by that division to a three-year term, with one term ending each year. One faculty member, from outside the division, is appointed to a three-year term in September by the Dean of the College, on the recommendation of the Committee on Committees and Elections. Vacancies of elected members are

filled by election and vacancy of the appointed member is filled by appointment; a person filling a vacancy serves for the remainder of that term.

The duties and responsibilities of the Committee on Medical Sciences Evaluation include:

a. providing academic counseling and guidance to prospective applicants to health-related professional schools, including application procedures, deadlines, and costs;
b. drafting and sending a composite letter of recommendation on behalf of each applicant, based upon input from several Regis faculty sponsors, to the appropriate professional schools;
c. maintaining a permanent file of all Regis applicants to health-related professional schools;
d. providing information about centralized application services and standardized aptitude tests, (e.g., MCAT) for health-related professional schools;
e. conducting personal interviews with applicants where appropriate;
f. providing information on viable career alternatives;
g. reviewing and making recommendations to the Division of Natural Sciences and Mathematics on policies regarding the pre-medical/pre-dental program at Regis College; and
h. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.4.3 Committee on Teacher Education at Regis (COTER)

The Committee on Teacher Education at Regis advises the Department of Education on all matters concerning the teacher education programs.

The Committee is comprised of the members of the Department of Education teaching six or more hours in the teacher education programs, two students appointed to a one-year term by the Student

Executive Board on the recommendation of the Chairperson of the Department of Education, and such other members, from within and outside the campus community, as are deemed helpful to create proper liaison between the teacher education programs and other constituencies. This additional member or members is appointed to a one-year term by the Dean of the College on the recommendation of the Chairperson of the Department of Education in coordination with the Committee on Committees and Elections.

The duties and responsibilities of the Committee on Teacher Education at Regis include:

a. establishing procedures and criteria for screening Regis College and graduate transfer students desiring admittance to or advancement in the teacher education programs and/or recommendation for certification;
b. establishing a representative panel of committee members, when appropriate, to act on applications for admittance, advancement, or certification brought before the Committee by the Chairperson of the Department of Education;
c. recommending to the Department of Education changes in the teacher education programs;
d. advising the Department concerning such matters as are brought before the Committee by the Chairperson of the Department of Education;
e. facilitating relationships between the teacher education programs and the programs in other academic and non-academic departments;
f. facilitating the advising of students regarding teacher education and certification programs;
g. facilitating relationships with the Colorado Department of Education, the Colorado Board of Education, state certification agencies, accrediting agencies and teams, school districts, teachers, teacher organizations, USOE, and any grant or funding

agency; and

h. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.6.4.4 Board of Trustees Committees

Some Board of Trustees Committees have faculty members appointed by the Chairman of the Board for a period of one year. These appointments are offered to a faculty member, based on information provided the President for the Chairman of the Board by the Committee on Committees and Elections.

1.6.4.5 Sub-Committee on Athletics

The Sub-Committee on Athletics reviews the entire athletic program, both intercollegiate and intramural, and reports to the Dean of Campus Life.

This committee is composed of eleven members as follows:

a. Ex Officio Members
The Director of Athletics
The Chairperson of the Department of Education

b. Faculty Members
There are four faculty members on the Committee; two are appointed in September to a one-year term by the Dean of Campus Life on the recommendation of the Committee on Committees and Elections, and two are elected by the faculty in September to a one-year term.

c. Student Members
There are four student members on the Sub-Committee, appointed in September to a one-year term by the Student Executive Board.

d. Community Members
There are two members of the Denver community on the Sub-Committee, appointed in September to a one-year term by the Dean of Campus Life upon the recommendation of the remainder of the Sub-Committee.

The duties and responsibilities of the Sub-Committee on Athletics include:

a. reviewing and making recommendations on policies regarding the athletic program;
b. advising the Director of Athletics and the College on all matters relating to the total athletic program, including budgets, scholarships, and schedules;
c. establishing and administering policies regarding athletic eligibility in accord with the rules and regulations of all athletic conferences in which Regis College competes as an institutional member;
d. acting as a search committee for hiring coaches and/or the Director of Athletics;
e. assisting in the dissemination of information about the athletic program;
f. assessing and making recommendations regarding student needs relative to the athletic program and the use of the field house facilities; and
g. initiating whatever action is necessary to fulfill its duties and responsibilities.

1.7 Ad Hoc Committees

Faculty members are appointed to ad hoc committees by the President or the Dean of the College, upon the recommendation of the Committee on Committees and Elections. Such committees fulfill a specific charge and automatically disband upon completion of the prescribed task. Service on such committees is not included in the non-teaching load of a faculty member, unless the President or Dean of the College and the faculty member so agree prior to the appointment.

1.8 College Governance

To better meet its educational goals, Regis College is committed to furthering joint planning and effort by the Board of Trustees, the administration, the faculty, the students, and the Jesuit Community, as well as other segments of society. It is recognized that the interests of all are coordinate and related and that the broadest possible exchange of information and opinion is necessary for the effective planning and implementation of the college's educational objectives. It is also recognized, however, that the distinction between the institutional system of communication and the system of responsibility for

making the decisions needs to be preserved. This means that while each component of the academic community has different initiating and decision-making responsibilities, all components need to exchange information and opinion before final decisions are reached so that the confusion and/or conflict arising from unilateral effort can be avoided.

The primary responsibilities of the Board of Trustees and the President are outlined in Sections 1.2 and 1.3. The faculty has primary responsibility for implementing the educational goals of the College by determining degree requirements, appropriate curricula, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The power of review or final decision in these areas is lodged in the Board of Trustees or delegated by it to the President. Only in exceptional circumstances, however, is nonconcurrence exercised, and the reasons for the action are communicated to the faculty.

Joint planning and effort by all components of Regis College occur in established and in ad hoc bodies. Established bodies for faculty participation include the academic departments and divisions, the standing committees of the College, the Regis College Chapter of the American Association of University Professors, and representation on some Board of Trustees committees. The responsibilities exercised by these bodies, as explicated in this Faculty Handbook, are respected and defended by all components of the College, and the decisions of these bodies are shared with all other areas of the College.

Joint planning and effort also occur in ad hoc groups composed of both faculty and administrative representatives. It is recognized that such groups must be broadly representative, and faculty members are selected through the Committee on Committees and Elections. Again, the decisions of such committees are shared with all areas of the College and are concurred with, except in rare instances.

1.9 Regis Jesuit Community

Regis College has been since its inception a Jesuit institution, and since the Faculty Handbook is an important document in maintaining what is best and most basic in the tradition of the College, it is appropriate that the Faculty Handbook include a statement of the Jesuit Community commitment to the College. At this time, an appropriate statement explicating the Regis Jesuit Community role has not yet been formulated with sufficient explicitness to be included in the pre-

sent edition of the Faculty Handbook. Such a statement is in the process of being drawn up and will be provided at the earliest opportunity. In the interim, a Rationale which the Jesuit Community has developed during the past year appears in Appendix B.

II

THE FACULTY

2.1 Definition of the Faculty

The Faculty of Regis College consists of all persons who are appointed by the College to teach one or more courses. The matters covered in this Faculty Handbook apply to all faculty members. For those who hold combined faculty and administrative appointments, Chapter II applies only to the faculty part of the appointment.

The professional librarians of Regis College hold academic rank and are considered non-teaching members of the faculty; in view of their special duties, however, policies and procedures relating to librarians are covered in Chapter III of this Faculty Handbook.

2.2 Definition of Academic Ranks and Titles

2.2.1 The Ranked Faculty

A ranked faculty member is a full-time employee of Regis College who has been appointed to one of the four regular academic ranks: Instructor; Assistant Professor; Associate Professor; or Professor.

Such a person:

a. ordinarily has full-time teaching duties or has teaching and other duties (e.g., research, academic administration, counseling) equivalent to a full-time teaching load with the proviso that a person who is ordinarily considered an officer of the administration does not automatically achieve ranked status by virtue of teaching part-time (see Section 2.2.4, "Administrative Officers and Academic Rank");

b. fulfills the duties and responsibilities of a faculty member as specified in Section 2.8, "Faculty Duties and Responsibilities"; and

c. meets or exceeds the criteria for academic rank as detailed below.

Whenever a decision is necessary on whether an individual has the equivalent of the degree required for a particular rank, such decision will be recommended by the department or division and made by the Dean of the College. Written copies of the decision will be provided the department or division involved, the individual involved, and the Committee on Rank and Tenure.

2.2.1.1 Instructor

Possession of a master's degree from a graduate institution of recognized standing or its equivalent (e.g., professional recognition in the creative arts or in the business community).

Either proven or presumptive potential to obtain an appropriate doctor's degree or the appropriate terminal professional degree.

2.2.1.2 Assistant Professor

Possession of an appropriate earned doctorate or an appropriate professional degree (e.g., C.P.A. and masters) from a graduate institution of recognized standing, or accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts or in the business community), or evidence of substantial progress toward the doctorate or terminal professional degree (e.g., completion of all requirements except the dissertation) when combined with a minimum of three years of full-time, ranked teaching in a regionally accredited college or university[1] (or its equivalent as specified in Section 2.4.2) with the understanding that the degree will be obtained before further advancement.

Three years of full-time, ranked teaching in a regionally accredited college or university with

[1] Accredited by one of the six regional accrediting associations, e.g., North Central.

the proviso that any or all of the teaching experience requirement may be waived if an appropriate earned doctorate from a graduate institution of recognized standing, or an appropriate professional degree or accomplishments that are considered equivalent is obtained prior to appointment or promotion to this rank.

Either proven or presumptive potential for satisfactorily fulfilling the duties and responsibilities of a faculty member.

Either proven or presumptive scholarship and professional competence.

2.2.1.3 Associate Professor

Possession of an appropriate earned doctorate or an appropriate professional degree (e.g., C.P.A. and master's degree) from a graduate institution of recognized standing, or accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts or in the business community).

A minimum of eight years of full-time, ranked teaching in a regionally accredited college or university (or its equivalent as specified in Section 2.4.2), or a minimum of five years of full-time teaching at the rank of Assistant Professor (as defined in Section 2.4.2).

Evidence of sustained, noteworthy teaching ability.

Evidence of noteworthy fulfillment of the duties and responsibilities of a faculty member.

Evidence of developed scholarship and professional competence, or continued, noteworthy performance in the creative arts.

2.2.1.4 Professor

Possession of an appropriate earned doctorate or its equivalent as defined in Section 2.2.1.3 "Associate Professor."

A minimum of twelve years of full-time ranked teaching in a regionally accredited college or university (or its equivalent as specified in Section 2.4.2), or a minimum of six years of full-time teaching at the rank of Associate Professor (as defined in Section 2.4.2).

Evidence of outstanding teaching.

Evidence of distinguished faculty leadership and of devoted service to the students, faculty, and the College.

Evidence of mature scholarship and professional competence or of widely-acclaimed accomplishments in the creative arts.

2.2.2 Professor Emeritus

This rank may be assigned to Associate Professors or Professors who have limited or terminated their responsibilities as faculty members for valid reasons (e.g., retirement, illness) after ten or more years of distinguished service to the College. A Professor Emeritus is so designated and appointed by the President upon the recommendation of the Dean of the College and the Committee on Rank and Tenure.

A Professor Emeritus is accorded the privileges of the regular, ranked faculty, except for tenure, and will have his name recorded at this rank in the College Bulletin during the remainder of his lifetime.

No compensation accrues by virtue of this rank unless, by mutual agreement between the department or division, the Dean of the College, and the individual, he is offered a part-time or a temporary full-time contract to teach or fulfill other duties. In such cases, supplementary benefits, if any, will be set forth in the contract.

2.2.3 The Unranked and Extraordinary Faculty

An unranked or extraordinary faculty member is usually a part-time or temporary employee of Regis College who has been assigned one of the temporary academic titles: Lecturer; Adjunct Professor; or Visiting Professor.

Such a person:

a. usually has less than a full-time teaching load;
b. usually has no other faculty duties and responsibilities;
c. meets or exceeds the criteria of the appropriate temporary academic title; and
d. is selected in the manner set forth below.

2.2.3.1 Lecturer

Lecturers are selected by the Department Chairperson or Division Director in consultation with the Dean of the College. Lecturers are hired to teach specific courses on a semester basis. The position usually does not lead to or count toward tenure or lead to promotion to the regular academic ranks (see Section 2.4.2).

Selection of Lecturers should be consistent with the academic standards of Regis College. A person assigned this title should meet or exceed the minimal requirements set forth in Section 2.2.1.1, "Instructor." In lieu of these requirements, considerable experience in an appropriate technical, artistic, or professional field may be substituted.

Lecturers have the same freedom and responsibility in the management of courses as full-time faculty members.

Part-time faculty are expected to be available for a reasonable amount of time (approximately $1\frac{1}{2}$ hours per week for each course taught) to counsel students regarding their course work.

2.2.3.2 Adjunct Professor

This title may be assigned to a part-time teaching employee in recognition of distinguished teaching service to Regis College, its students, and faculty, over a period of at least ten years. Assignment of this title is made by the Dean of the College upon the recommendation of the Department Chairperson or Division Director and the Committee on Rank and Tenure.

A recommendation for the assignment of this title usually originates with the Department Chairperson or Division Director. The recommendation and written documentation in support of the recommendation is given the Committee on Rank and Tenure for consideration.

When the Committee on Rank and Tenure does not concur with the recommendation, its decision, along with written reasons, is given to the Department Chairperson or Division Director. The Department Chairperson or Division Director may request a re-evaluation by the Committee on Rank and Tenure or a meeting with the Committee or one of its designees. If the difference in opinion cannot be resolved, the decision of the Committee on Rank and Tenure shall be final.

When the Committee on Rank and Tenure concurs with the recommendation, its decision, along with the original documents, is submitted to the Dean of the College. A copy of his written approval or disapproval is given to the Department Chairperson or Division Director and the Committee on Rank and Tenure. In the unusual case where the Dean of the College disapproves such a recommendation, his reasons for disapproval are to be in writing. A meeting between the Dean of the College, a member of the Committee on Rank and Tenure, and the Department Chairperson or Division Director will be held to attempt to resolve the disagreement. If the difference in opinion cannot be resolved, the disagreement will be referred to the President, and his decision will be final.

When the recommendation for the assignment of this title originates with the Dean of the College, he must obtain the concurrence, in writing, of the Department Chairperson or Division Director and the Committee on Rank and Tenure.

The rights and duties of an Adjunct Professor remain the same as those specified in Section 2.2.3.1, "Lecturer."

2.2.3.3 Visiting Professor

This title is assigned to individuals who hold or have held professorial rank (Assistant Professor, Associate Professor, or Professor) at another institution of higher education and who are appointed to teach or to teach and pursue other duties at Regis College only for a limited period of time.

The College recognizes their academic standing and accords them the usual privileges of ranked faculty.

Visiting Professors are appointed by the President, upon the recommendation of the Department Chairperson or Division Director in consultation with the Dean of the College.

Any supplementary benefits must be agreed upon prior to appointment.

2.2.3.4 Affiliate Professor

This is an honorary title assigned by the President to individuals who are offering educational experiences affiliated with the College.

2.2.4 Administrative Officers and Academic Rank [1]

Academic and non-academic administrative officers, other than Department Chairpersons and Division Directors, may be granted academic rank, subject to the provisions of this section.

2.2.4.1 Appointment of Administrative Officers to the Ranked Faculty

All appointments of administrative officers to the ranked faculty must be made in conformity with the provisions of Section 2.3.2 ("Appointment of Ranked Faculty") as clarified or altered below:

[1] The provisions of this Section will be researched and reviewed by an ad hoc committee of faculty and administrators during the 1976-77 academic year.

a. the department in which the appointment is to be made must evaluate the credentials of the applicant;
b. no appointment can be made without the written approval of the department;
c. members of the faculty who are permitted to retain their status as tenured members of the faculty will hold continuing appointments as defined in Section 2.5.1 ("Meaning of Tenure");
d. The precise terms and conditions of every appointment will be clearly stated in writing by the Dean of the College, a copy of which will be provided the department and the individual's immediate administrative supervisor;
e. the rank offered must be in accord with the requirements of that rank;
f. individuals receiving such appointments are eligible for promotion to a higher rank or for advancement to tenure only under the provisions specified in this Faculty Handbook.

2.2.4.2 Duties and Responsibilities of Administrative Officers Holding Academic Rank

Administrative officers holding academic rank are expected to:

a. teach at Regis College at least one course for which they are qualified every two years, subject to the needs of the department concerned;
b. function as does any other member of the department (i.e., attend department meetings and bear a fair share of responsibility for the Department's business); and
c. fulfill the duties and responsibilities as well as enjoy the rights and privileges of a ranked faculty member with regard to teaching function.

2.3 Policies on Recruitment and Appointment

2.3.1 Recruitment

The quality of initial appointments is so vital to the pursuit of excellence to which both Regis College and the academic departments and divisions are committed that the following statements of policy are deemed important guidelines to professional recruitment:

a. to assist Regis College to maintain an outstanding faculty and to create a professionally challenging atmosphere for the individual, the College is highly selective in making initial appointments; and

b. in recruiting new faculty members, the College conforms to the letter and the spirit of the Equal Employment Opportunity and Affirmative Action Policies of the College (see Chapter IV).

Requests for additional faculty members, ranked or unranked, ordinarily originate in the department or division and are based upon consultation with the entire department. Such requests, with supporting data, are transmitted in writing to the Dean of the College by the Department Chairperson or Division Director.

If the request is denied, the Dean of the College will communicate in writing the reasons for denial and, upon request, will fully discuss them with the department or division. If the department or division is not satisfied, it may request a review of the decision by the President. The President's decision is final.

If the request is approved, the Dean of the College will communicate this decision in writing and will discuss with the Department Chairperson or Division Director pertinent matters such as salary ranges, the means to be used for interviewing prospective candidates, and the recruitment budget.

Normally it is the responsibility of the Department Chairperson or Division Director to publicize the opening as widely as possible under affirmative action guidelines and to establish administrative procedures for the recruitment process.

Department or division members have an obligation to review carefully all applications, to participate in discussions related to the recruitment process, and to vote on all questions pertaining to the selection of candidates for interview and the selection of the person to be appointed. They are further obligated to treat all application files and all relevant departmental or divisional deliberations as confidential material. If department or divisional personnel are not available for consultation, the final decision rests with the Department Chairperson or Division Director in consultation with the Dean of the College.

It is the responsibility of the Department Chairperson or Division Director and the Dean of the College to transmit information to the applicant about departmental and College standards and policies, using the Faculty Handbook as a reference.

The Dean of the College, in consultation with the Department Chairperson or Division Director, will determine the amount of prior teaching experience to be recognized as applicable towards promotion and/or tenure and will communicate this information in writing to the candidate and the Department Chairperson or Division Director.

No representative of the College will make final commitments to prospective appointees without the written approval of the Dean of the College, who must have budgetary clearance from the Director of Corporate Services and approval from the President.

2.3.2 Appointment of Ranked Faculty

All appointments of ranked faculty are made by the President, on the recommendation of the Dean of the College and the respective department or division. No appointment may be formally offered until it is approved in writing by the Director of Corporate Services.

All initial appointments are probationary and are for only one year unless explicitly stated to the contrary in the letter of appointment. The precise terms and conditions of every new appointment will be clearly stated in the initial contract (see Section 2.99), a copy of which will be provided the

Committee on Rank and Tenure for its confidential files. The rank offered new faculty members must be in accord with requirements of that rank and with the policies on promotion and tenure.

All letters of appointment must be in conformity with the current Collective Bargaining Agreement.

2.3.3 Documents and Records

Because appointment as a ranked faculty member may lead to a continuing relationship with the College, it is essential that there be adequate and detailed documentation to support every action involving each individual--especially those actions pertaining to appointment, promotion, tenure, termination, and dismissal. The College maintains two categories of files for each faculty member.

2.3.3.1 Pre-employment File

A pre-employment file contains all material required or received by the College in connection with the faculty member's original employment. Prior to appointment, this file is available only to the Dean of the College, his professional staff, and the members of the department or division considering the person's application for employment. After appointment, items in the file which are not of a confidential nature (e.g., academic transcripts, reprints) are transferred to the faculty member's personnel file. The remaining material (e.g., letters of recommendation and other confidential material) will be available only to the Dean of the College, his professional staff, and the individual's Department Chairperson or Division Director.

2.3.3.2 Personnel File

The individual personnel file will include, but not be limited, to the following:

a. information relating to the faculty member's academic and professional accomplishments submitted by the faculty member or placed in the file at his request;

b. copies of ratings and evaluations of the faculty member's professional performance made by students or supervisors and the formal recommendations of the Committee on Rank and Tenure; and

c. personnel information.

This file is available only to the Dean of the College and his professional staff, the Department Chairperson or Division Director, the individual faculty member, and the Committee on Rank and Tenure. It is understood that the Committee on Rank and Tenure may obtain a duplicate copy of records pertinent to its confidential deliberations which the Committee will retain in its files of privileged information. In addition, the faculty member may, for the cost of duplication, obtain copies of materials in his personnel file. Any such copies will be made by a member of the Dean of the College's staff.

Both sets of files will be kept in strictest confidence in the Office of the Dean of the College and will be available for confidential use only in that office and only to the individuals indicated above. However, for a valid reason the faculty member may authorize in writing access to his file by a person not indicated above.

2.3.4 Appointment of Unranked and Extraordinary Faculty

Appointment of unranked and extraordinary faculty is made in the manner and for the length of time set forth in Section 2.2.3, "The Unranked and Extraordinary Faculty." Such appointments are usually subject to adequate enrollment in the faculty member's course.

The letter of appointment for unranked and extraordinary faculty and for ranked faculty teaching in the Summer Session will include title, salary, course number, hours of credit, and required enrollment. The letter may indicate the date by which the appointment must be accepted.

All letters of appointment must be in conformity with the

current Collective Bargaining Agreement.

2.3.5 Appointment of Summer Session Faculty

Summer Session Faculty may be ranked or unranked. They are selected by the Department Chairperson or Division Director in consultation with the Dean of the College and in accordance with the needs of the College.

Summer Session Faculty are hired to teach specific courses during the summer, and time spent teaching in Summer Session does not count toward tenure or promotion.

Summer Session Faculty are expected to be available for a reasonable amount of time to counsel students regarding their course work. While it is difficult to specify the appropriate amount of time a faculty member should be available because of the varying types of courses offered and number of students enrolled, the amount of time alloted should be based on one and one-half hours per week per twenty students enrolled in a three-hour course.

All letters of appointment must be in conformity with the current Collective Bargaining Agreement.

2.4 Policies on Promotion

Regis College has a responsibility to improve its academic stature. This improvement calls for increasing rigor in the application of evaluation criteria in the process of promotion of faculty members.

2.4.1 General Criteria

Promotions are made on the basis of the fulfillment of the qualifications discussed in this section and in Section 2.2, "Definition of Academic Ranks and Titles."

The initial responsibility of applying for advancement in rank rests with the individual faculty member subject to the proviso expressed in Section 2.6.3. The Department Chairperson, the Division Director, the Dean of the College, and the Committee on Rank and Tenure may also

initiate promotion applications.

Applications for advancement in rank must be accompanied by a recommendation from the individual faculty member's immediate supervisor, who is defined in Section 2.6.1. Actions initiated by the Committee on Rank and Tenure do not necessitate a supervisor's recommendation.

The criteria set forth in this section and in Section 2.2, "Definition of Academic Ranks and Titles," should be used by the individual faculty member in preparing his annual self-evaluation form, by the immediate supervisor in evaluating his faculty members, and by the Committee on Rank and Tenure in its deliberations. The relative weighting of these criteria depends on the rank for which the faculty member is being considered. No faculty member is entitled to promotion solely because of length of service.

Teaching effectiveness is deemed of greater importance than any other criterion. The criteria set forth in Sections 2.4.2 ("Teaching Experience"), 2.4.3 ("Teaching Effectiveness"), and 2.4.4 ("Service to the College") must be met by everyone seeking promotion. In addition, a faculty member being considered for promotion must have met the criteria in at least one other of the categories listed below and numbered 2.4.5 ("Research and Creative Work"), 2.4.6 ("Professional Competence and Activities"), and 2.4.7 ("Service to the Community").

2.4.2 Teaching Experience

The normal, minimum full-time ranked teaching experience required for each rank is detailed in Section 2.2.1, "The Ranked Faculty." Deviation from these minimums must be fully justified by the party initiating the request for early promotion, and the Committee on Rank and Tenure must concur in the justification.

A year of full-time, ranked teaching experience means that an individual has fulfilled the duties and responsibilities of a ranked faculty member for a complete academic year (two semesters of full-time service as defined in Section 2.8, "Faculty Duties and Responsibilities"), summer sessions excluded. Ranked faculty members who are full-time employees of Regis College and devote no

more than an average of one-half time for one academic year to academic administrative duties will have this time count as full-time, ranked teaching experience.[1] A year of full-time, ranked teaching at any regionally accredited college or university is equivalent to a year of full-time, ranked teaching at Regis College with the proviso that a minimum amount of service at Regis College is normally required before promotion to the next rank as follows:

a. for promotion to the rank of Associate Professor, a minimum of two years experience at Regis College at the rank of Assistant Professor; and
b. for promotion to the rank of Professor, a minimum of three years experience at Regis College at the rank of Associate Professor.

Part-time teaching, other than as a graduate assistant, at a regionally accredited college or university, or full-time artistic, business, or professional experience may be counted towards promotion on a pro-rata basis, provided that the amount of credit has been agreed upon by the faculty member, the Department Chairperson or Division Director, and the Dean of the College at the time of the initial appointment. Part-time teaching at Regis College of ranked faculty members who teach full-time for the Regis Educational Corporation will count towards promotion on a pro-rata basis.

2.4.3 Teaching Effectiveness

Regis College recognizes that excellence in teaching is the most important attribute of a faculty member. The attributes and qualifications which should be considered and documented in assessing teaching effectiveness may include, but not necessarily be limited to, the following:

a. command of one's subject;
b. ability to organize subject matter and to present it clearly, logically, and imaginatively;
c. knowledge of current developments in one's discipline;

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[1] This provision will be researched and reviewed by an ad hoc committee of faculty and administrators during the 1976-1977 academic year.

d. ability to relate one's subject to other areas of knowledge;
e. ability to provoke and broaden student interest in the subject matter;
f. ability to develop and utilize effective teaching methods and strategies;
g. availability for and effectiveness in academic advising and directing students; and
h. possession of the attributes of integrity, industry, openmindedness and objectivity in teaching.

2.4.4 Service to the College

A college like Regis must necessarily depend upon its faculty for quality services rendered outside the classroom. Therefore, a faculty member may reasonably be expected to demonstrate active participation in the operational concerns of the institution (subject to the provisions of Section 2.8.5.3, "Non-teaching Load"), which may include, but not necessarily be limited to, the following:

a. service on departmental and divisional committees, attendance at departmental and divisional meetings, and participation in the decision-making and curriculum development processes;
b. service to and participation in the business of the general faculty (e.g., faculty meetings, faculty committees, AAUP);
c. service on and participation in the business of college committees;
d. service as a moderator of student activities;
e. fulfillment of special assignments (e.g., administrative assignments such as recruitment, research for the College, and consultation); and
f. service as a chairperson of a department or a committee or as a director of a division or a program.

2.4.5 Research and Creative Work

Effective teaching necessitates active involvement in the intellectual and scholarly developments of the individual's field. Because what is considered appropriate research in one discipline may not be recognized as appropriate in another discipline, an individual faculty member's research or creative work should be evaluated in terms of

its quality, its level of recognition among peers, and its significance to the particular discipline. Evidence of appropriate endeavors includes:

a. publications;
b. research grants and projects;
c. inventions and patents;
d. artistic works and performances; and
e. reviews of creative work.

2.4.6 Professional Competence and Activities

Each faculty member has an obligation to maintain a high level of professional competence and to keep abreast of the developments in his field. In addition to research or creative work, other evidence of growth in professional competence includes:

a. receipt of awards, grants, or fellowships;
b. appointment in a scholarly capacity to a state or national post;
c. active participation in professional organizations (e.g., attendance at annual meetings, election or appointment to offices or committees);
d. reading papers before learned societies;
e. participation in conferences and institutes; and
f. post-doctoral education.

2.4.7 Service to the Community

Service to the community may include, but not necessarily be limited to, any of the following:

a. service in the individual's professional area as a consultant or in a research capacity;
b. service as a resource person;
c. lectures to community groups; and
d. active participation in political, church, or community activities.

2.5 Policies on Tenure

With the exception of special appointments clearly limited to a brief association with Regis College, or one-year appointments of retired faculty under special conditions, all full-time appointments to the ranked teaching faculty shall be either probationary appointments or appointments with tenure.

2.5.1 Definition of Probationary and Tenured Status

The probationary period, which precedes the granting of tenure, gives the individual time to prove himself and also gives his colleagues time to observe and evaluate him on the basis of his performance in his faculty position. During this period, a faculty member has the same academic freedom as a tenured faculty member and non-reappointment (see Section 2.7.1) cannot be based on reasons which involve a violation of academic freedom. Termination, dismissal, or suspension of a probationary faculty member can occur only in accordance with the provisions of Sections 2.7.3 and 2.7.4 of this Faculty Handbook. Faculty members holding probationary appointments are evaluated for reappointment or non-reappointment on a yearly basis.

Conferral of tenure means that faculty members with the rank of Assistant Professor or higher are, after the probationary period, explicitly guaranteed the continuance of their full-time appointments until retirement age unless there is proof of adequate cause (as defined in Section 2.7.4, "Dismissal"), prolonged mental or physical illness (see Section 2.7.3.1), financial exigency (as defined in Section 2.7.3.3), or changes in the educational program (as defined in Section 2.7.3.2). Faculty members having appointments with tenure are evaluated by the Committee on Rank and Tenure on a yearly basis until they have been promoted to the rank of Professor; thereafter they are evaluated every three years.

After the age of retirement (age 65) appointments to the faculty are on a year-to-year basis and are mutually agreed upon by the individual faculty member and the Dean of the College, after consultation with the department or division of appointment and with the approval of the President and the Board of Trustees.

2.5.2 Meaning of Tenure

Institutions of higher education are conducted for the common good, which depends upon the free search for truth and its free exposition. Tenure is a means to certain ends; specifically:

a. freedom of teaching, research, and of extramural activities; and
b. a sufficient degree of economic security to make the profession attractive to men and women of ability.

Hence, tenure is indispensable to the success of Regis College in fulfilling its obligations to its students and to society because it protects faculty members against untoward pressures from inside and outside the academic community and protects academic freedom which, in turn, maintains the College's dedication to the search for truth.

2.5.3 Date of Tenure

Beginning with appointment to the full-time rank of Instructor or a higher rank, the probationary period shall normally not exceed seven years, including within this period full-time service in all regionally accredited colleges and universities. Regis College will, however, require not less than three nor more than four years of full-time, ranked service at Regis College even though the faculty member's total probationary period in the academic profession is thereby extended beyond the normal maximum of seven years. The precise terms of any credit given for previous teaching experience and the length of the probationary period to be fulfilled at Regis College shall be stated in writing at the time of the initial appointment and shall be incorporated into the initial letter of appointment.

A sabbatical leave (as defined in Section 2.9.5) will count toward promotion in rank and/or tenure, unless the faculty member and Regis College agree in writing to waive this provision at the time the leave is granted. A leave of absence with pay (as defined in Section 2.9.6.1) for less than an academic year will count toward promotion and/or tenure. A leave of absence without pay (as defined in Section 2.9.6.3) for one academic year or more will not count toward promotion or tenure unless the faculty member and Regis College agree in writing to the contrary at the time the leave is granted.

If a decision is made that tenure is not to be granted to a

faculty member, notice must be given by the President as early in the probationary period as possible, and at least by the dates specified in Section 2.7.1.

Since the actual conferral of tenure is an affirmative act by both the College and the faculty member, the individual must formally request tenure during the sixth year of probationary status or its equivalent in cases where the probationary period was shortened or extended by mutual agreement. This request is normally made at the time the annual "Self-Evaluation Form" is filed. Although the College may recognize superior service by offering an early grant of tenure, the individual faculty member may not apply for tenure until he is in his sixth year of probation or its equivalent, as defined above.

2.5.4 Criteria for Tenure

Tenure is not granted solely on the basis of time served in teaching. To be granted academic tenure at Regis College, a faculty member must not only be fulfilling the criteria for the rank in which he is serving, but also must be judged capable of being promoted to the next rank at the appropriate time. In addition, the individual must show promise that he will remain a productive member of the academic community and of the College.

Probationary faculty members are responsible for offering all pertinent evidence to the Committee on Rank and Tenure. This is normally accomplished by submission of a completed "Faculty Self-Evaluation Form" annually. Faculty members on probationary appointment are further responsible for notifying the Committee on Rank and Tenure when they are in their sixth year of probation or its equivalent, as defined in Section 2.5.3, and for providing the Committee with an updated "Self-Evaluation Form" which reflects all of their teaching experience to that date whether at Regis College or elsewhere.

Failure of a faculty member to meet the above notification requirement shall be deemed a waiver of the right to receive tenure within the time limits specified in Section 2.5.3, "Date of Tenure." If, in such a case, the College fails to give adequate written notice that tenure will not be

granted, that failure will not result in "automatic tenure," but rather in an obligation to give a terminal contract or to provide fair compensation (e.g., a full year's wages from the date of notice) to the faculty member for opportunities lost. This "grace period," however, shall not extend beyond one year from the date when notice should have been given. If, for whatever reason, the College has failed to provide written notice by that time, it shall be obliged to grant tenure to the individual concerned.

2.6 Procedures for Review, Promotion in Rank, and/or Advancement to Tenure

Reappointment is, in the final instance, a decision made by the Dean of the College, with the approval of the President; advancement to tenure and promotion in rank are, in the final instance, decisions made by the President with the approval of the Board of Trustees. Because of the importance of these decisions to the entire academic community, the decisions of the President and the Dean of the College should be in concurrence with the Committee on Rank and Tenure.

The process of review at Regis College is seen as a means by which all members of the academic community can obtain constructive and balanced information which will enable them to better fulfill their academic responsibilities. To this end, the Committee on Educational Policies supervises the yearly evaluation of the academic officers of the college by the faculty (see Section 1.6.2.3), and the following procedures enable students, supervisors, and faculty peers to evaluate the faculty of Regis College.

2.6.1 General Procedures

On the first day of class in April, the Chairperson of the Committee on Rank and Tenure will send all other committees a form to be used by them in describing the attendance and participation of all faculty members on these committees. This form must be completed and returned to the Committee on Rank and Tenure by the last day of class in April.

On the first day of class in April, the Chairperson of the Committee on Rank and Tenure will also send each full-time , ranked faculty member a copy of the "Regis College

Faculty Self-Evaluation Form." This form must be completed within fourteen days by each member of the faculty who is to be evaluated that year by the Committee on Rank and Tenure.

In preparation for fulfilling this responsibility, each faculty member may develop his own "professional plan." Non-tenured faculty members may write a professional plan to be accomplished during the ensuing academic year; tenured faculty members may wish to develop a plan extending over a period of one to three years. This professional plan will express clearly the nature and method of the individual's intended professional development, indicating the special characteristics appropriate to that person's discipline. This plan will be discussed with and agreed to by the Department Chairperson or Division Director. It is desirable that members of the department, particularly those senior to the faculty member, share with the Chairperson responsibility for counseling the faculty member with respect to his "professional plan." When the plan has been agreed upon, copies will be retained by the faculty member and the Department Chairperson or Division Director. If a professional plan is submitted to the Committee on Rank and Tenure as part of the self-evaluation form, it must include an indication of the extent to which the plan has been accomplished. The professional plan, in conjunction with the self-evaluation form, will enable the Committee on Rank and Tenure to make judgments about the individual's progress in light of the individual's own goals.

The Committee on Rank and Tenure is responsible for assuring that appropriate unsigned student evaluations are obtained from all classes taught by ranked faculty members. One copy of these student evaluations will be retained by the Committee on Rank and Tenure, and one copy will be forwarded to the individual faculty member. Any clarifying comments the faculty member wishes to make regarding the student evaluations should be appended to the self-evaluation form.

The completed self-evaluation form and attachments should be submitted to the faculty member's immediate supervisor. For most faculty members, the immediate supervisor is the Department Chairperson; for Department Chairpersons,

it is the Division Director; and for Division Directors, it is the Dean of the College.

The immediate supervisor will prepare an evaluation of the individual's total professional development. The supervisor's written evaluation, along with the individual's self-evaluation form and any supporting documents, will be forwarded to the Chairperson of the Committee on Rank and Tenure. These materials should be in the possession of the Committee by the last day of class in April.

In order to judge fairly the professional development of each faculty member, supervisors should obtain pertinent information from a variety of sources, including peers and students:

a. The faculty member's self-evaluation form, student evaluations, and any professional plan should be taken into account.
b. Information from departmental majors who have taken classes from the faculty member concerned should be solicited.
c. Information from other members of the department should be obtained, particularly from those who have taught with or observed the teaching of the faculty member.
d. Supervisors should also make an effort to obtain first-hand information about the teaching effectiveness of the faculty member by arranging with the faculty member to visit one or more of his classes. After such visits, the supervisor should prepare a written evaluation and discuss the evaluation with the faculty member.
e. Division Directors should obtain written evaluations about the academic and administrative performance of department chairpersons from the members of the appropriate department.
f. The Dean of the College should obtain a written evaluation from the Division Director's department chairperson. If the Division Director is also a department chairperson, the Dean of the College should obtain evaluations from the members of the department.

The data obtained should be incorporated into the supervisor's written evaluation, and this evaluation should be shared with the individual concerned in such a way that confidentiality is maintained and the information is helpful to the

faculty member.

The Committee on Rank and Tenure will collate and evaluate the material it receives. It may request such additional information or evaluations as it deems desirable. In the case of applications for promotion in rank or advancement to tenure, additional information will be requested, in whatever form the committee deems appropriate. This additional information will pertain to the fall semester following the April submission of application materials.

The Committee will submit its recommendations, along with copies of the student evaluations and the evaluations and recommendations made by the appropriate supervisor, to the President and the Dean of the College by the last day of class in January, or the first day of class in December if the faculty member is in his second year. The Committee may, however, defer its recommendation in specific cases until a later date if it is awaiting receipt of additional information deemed necessary to its deliberations.

2.6.2 Procedures Relative to the Annual Review of Non-Tenured Faculty

The Committee on Rank and Tenure, beginning in the faculty member's second year, will review the status of each non-tenured faculty member annually. Using the guidelines published in this Faculty Handbook, the Committee will evaluate each faculty member's progress toward tenure and will communicate its findings and any relevant suggestions to the individual and his immediate supervisor. During the third, fifth, and sixth years of probationary service, the Committee will also report its conclusions concerning the faculty member's progress toward and potential for tenure to the President and the Dean of the College.

2.6.3 Procedures Relative to Promotion in Rank

Although a supervisor or the Committee on Rank and Tenure may recognize superior service by recommending advancement in rank and the College may concur by offering advancement in rank, individual faculty members generally may not apply for advancement until the minimum length

of time in current rank has been completed.

A faculty member desiring promotion in rank must indicate this on his self-evaluation form and must fill in the form in conformity with the instruction thereon. The immediate supervisor must indicate either approval or disapproval of the application and, using the appropriate guidelines published elsewhere in this Faculty Handbook, substantiate his recommendation. The immediate supervisor should also share this recommendation with the individual faculty member.

As an objective, fact-finding body, the Committee on Rank and Tenure will render an independent judgment based upon the totality of the information it possesses. This recommendation, together with that of the supervisor and such supporting evidence as is deemed appropriate, will be forwarded to the President, and a copy of the recommendation will be forwarded to the individual faculty member and to the Dean of the College.

The President, through the Dean of the College, will, by March 15, simultaneously inform in writing the candidate, the Department Chairperson or Division Director, and the Committee on Rank and Tenure the outcome of the application for promotion in rank. Normally the decision of the Committee on Rank and Tenure is accepted by the President. If he does not concur with the decision, the President or his designee will confer with the Committee and the Dean of the College and will attempt to resolve this difference of opinion prior to rendering a final decision. In unusual circumstances, a final decision may be deferred until after March 15, provided that all interested parties are informed in writing of the reasons for the delay and the anticipated date of the decision.

Appropriate recommendations or decisions for promotions in rank are approval, denial, or promotion contingent upon the fulfillment of certain requirements prior to a specific date. Such recommendations or decisions must be accompanied by appropriate reasons.

2.6.4 Procedures Relative to Advancement to Tenure

Although a supervisor or the Committee on Rank and Ten-

ure may recognize superior service by recommending an early granting of tenure and the College may concur by offering tenure, individual faculty members normally should not apply for tenure until the sixth year of the probationary period or its equivalent, as defined in Section 2.5.3.

During the sixth year of probationary service or its equivalent, as defined in Section 2.5.3, the faculty member must formally apply for tenure by checking the appropriate box on his self-evaluation form and must fill in the form in conformity with the instructions thereon. The form must provide complete data covering the entire probationary period, including service at other institutions. The supervisor must, at this time, indicate in his evaluation whether the faculty member should be granted tenure at the appropriate time and, using the applicable guidelines published in this Faculty Handbook, substantiate his recommendations. The immediate supervisor should also share this recommendation with the faculty member.

As an objective, fact-finding body, the Committee on Rank and Tenure will render an independent judgment based upon the totality of the information it possesses. This recommendation, together with that of the supervisor and such supporting evidence as is deemed appropriate, will be forwarded to the President, with a copy to the Dean of the College and the faculty member, by the first day of February.

The President, through the Dean of the College, will, by March 15, simultaneously inform in writing the faculty member, the Department Chairperson or Division Director, and the Committee on Rank and Tenure of his decision regarding the outcome of the application for advancement to tenure.

Normally, the decision of the Committee on Rank and Tenure is accepted by the President. If he does not concur with the decision, the President or his designee will confer with the Committee and the Dean of the College and will attempt to resolve this difference of opinion prior to rendering a final decision. In unusual circumstances, a final decision may be deferred until after March 15, provided that all interested parties are informed in writing of

the reasons for the delay and the anticipated date of the decision.

2.7 Policies and Procedures Relating to Severance

At times it may be necessary for the College or the individual faculty member to sever their professional relationship. In order to protect the interests of both parties, the various types of severance (non-reappointment, resignation, termination, dismissal) are here defined, and the policies and procedures related to each category are set forth.

2.7.1 Non-Reappointment

Since all initial, probationary appointments to the ranked faculty at Regis College are made with the understanding that both the College and the appointee will engage in a period of mutual evaluation prior to establishing a continuous association, a severance prerogative rests with both parties.

A probationary faculty member may decide not to accept a renewal of his appointment. In such an event, he should give notice in writing at the earliest possible opportunity, but not later than April 15 or thirty days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. In case of hardship, or in a situation where he would otherwise be denied substantial professional advancement or other opportunity, the faculty member may request an extension of this time period from the Department Chairperson or Division Director and the Dean of the College.

The term "non-reappointment" means that the College has decided not to renew a probationary appointment at the conclusion of its term. A major responsibility of Regis College is to recruit and retain the best qualified faculty within its means; therefore, wide latitude, consistent with academic freedom and due process, is accorded to the Dean of the College and to the Committee on Rank and Tenure in meeting this responsibility.

The decision not to reappoint a probationary faculty member

rests, in the final instance, with the Dean of the College. Such decisions must be made, however, in consultation with the Department Chairperson or Division Director and with the advice of the Committee on Rank and Tenure. Recommendations for non-reappointment may originate from the immediate supervisor, from the Dean of the College in consultation with the members of the affected department or division if the individual in question is a Department Chairperson or a Division Director, or from the Committee on Rank and Tenure.

Notice of non-reappointment must be given in writing by the following dates:

a. prior to March 1 of the first academic year of service if the initial appointment is not to be renewed, or at least three months prior to the expiration of an initial, one-year appointment if it expires during an academic year;
b. prior to December 15 of the second academic year of service if the appointment is not to be renewed, or at least six months prior to the expiration of the appointment if it expires during an academic year; or
c. not later than one day after spring commencement of the year prior to the expiration of an appointment after two or more years of service at the College.

Since a notice of non-reappointment is not a dismissal for cause, it is not necessary for the College to set forth its reasons in the initial notice of non-reappointment. Every probationary faculty member is entitled to know the reasons for his non-reappointment, however, and, at his request, to have these reasons given in writing. If the faculty member wishes to know the reasons for his non-reappointment, his request should be made to and be honored by the Dean of the College.

Legitimate reasons for non-reappointment may include, but not necessarily be limited to, the following:

a. cancellation of or change in a program;
b. declining enrollment;
c. financial exigencies;
d. over-staffing;
e. lack of excellence in teaching;
f. inadequate service to the College.

2.7.2 Resignation

Resignation is a severance action by which a faculty member severs his relationship with the College.

A faculty member may resign at the end of an academic year provided that he gives notice in writing at the earliest possible opportunity, but not later than April 15 or thirty days after receiving notification of the terms of his appointment for the coming year, whichever date occurs later. The faculty member may request an extension of this time period in case of hardship, in a situation where he would otherwise be denied substantial professional advancement or other opportunity, or in case of prolonged mental or physical illness. (A prolonged period is one that is expected to continue beyond an academic or a calendar year.) If a resignation is for reasons of prolonged mental or physical illness, the College, in consultation with the individual or his representative, may consider whether a leave of absence would be appropriate and beneficial for all parties concerned.

2.7.3 Termination

Termination is a severance action by which the College terminates the services of a tenured faculty member, or of a probationary faculty member before the expiration of his current contract, without prejudice to his performance.

Prolonged mental or physical illness, financial exigency, or changes in the educational program are the only causes for termination of tenured faculty; prolonged mental or physical illness or financial exigency are the only causes for the termination of probationary faculty before the expiration of their current contracts.

2.7.3.1 Prolonged Mental or Physical Illness

Termination for medical reasons will be based upon clear and convincing medical evicence. The decision to terminate for such reasons will be made only after the faculty member or his representative has been informed in writing of the basis of the proposed action and has been

afforded an opportunity to respond to the proposed action. If the faculty member so requests, the evidence will be reviewed by the Review Committee (described in the current Collective Bargaining Agreement) before a final decision is made.

A faculty member who is terminated for reasons of prolonged mental or physical illness shall be paid in accordance with the provisions for short- and long-term disability, as set forth in the current Collective Bargaining Agreement.

2.7.3.2 Financial Exigency [1]

The Board of Trustees must officially declare that financial exigency exists. Evidence of this financial exigency must be presented to the faculty through its bargaining agent, and the faculty, through its bargaining agent, must be meaningfully involved in all decisions relating to the reduction of instructional programs.

In considering how to deal with the financial situation, the retention of a viable academic program must be the primary goal, and it must be demonstrated to the faculty, through its bargaining agent, that the faculty is not bearing an undue proportion of the necessary economies.

Decisions regarding necessary program reductions will be made by the Committee on Educational Policies and will be based on advice from the concerned departments or divisions and related areas of academic concentration on the short- and long-term viability of the proposed program reductions. The final approval of such decisions rests with the Board of Trustees.

The Committee on Educational Policies and the

[1] Financial exigency is defined as an imminent financial crisis which threatens the College as a whole.

Dean of the College will also determine particular faculty reductions. When such reductions are considered, tenure rights will be protected insofar as possible. A tenured faculty member will not be terminated in favor of a nontenured faculty member, except in extraordinary circumstances where a serious distortion of the academic programs would otherwise result. If it is necessary to terminate tenured faculty members, those without doctorate degrees will be considered for termination first, then those with doctorate degrees and the least number of years of service at Regis College; but in all instances there will be due consideration of the essential needs of each department. In situations wherein tenured faculty members have the doctorate and the same length of service, the College and the faculty, through its bargaining agent, will work out an appropriate, impartial means of arriving at decisions.

2.7.3.3 Changes in the Educational Program

Termination of a tenured faculty member may occur as a result of the formal discontinuance of a program or department of instruction. The decision to formally discontinue a program or department of instruction will be made by the Committee on Educational Policies and must be approved by the Dean of the College, the President, and the Board of Trustees. Such decisions will be based upon educational considerations which reflect the long-range judgment that the educational mission of the College will be enhanced by the change(s) and will not be based upon cyclical or temporary variations in enrollment.

2.7.3.4 General Procedures

Due notice of termination for financial exigency or for changes in the educational program shall be given as early as possible, but not later than

one year in advance of its effective date.

When financial exigency or changes in the educational program necessitate the termination of tenured faculty members, every effort will be made to assist such faculty members to readapt within the institution, to continue their work elsewhere, or to reduce the injury to the faculty member in every appropriate way possible, such as providing for early retirement or changing the status of the faculty member from full-time to part-time if the faculty member is agreeable to either arrangement.

If a tenured faculty member is terminated for reasons of financial exigency, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment with tenure at the rank held at the time of termination and has been given at least one month within which to accept or decline the reappointment.

2.7.4 Dismissal

Dismissal is a severance action by which the College ends its professional relationship with a tenured faculty member for adequate cause. Dismissal is also the means by which the College removes for adequate cause a probationary faculty member from service before the end of his appointment.

Adequate cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue in his professional capacity as a teacher. Dismissal proceedings may be instituted only for the following reasons:

a. professional incompetence;
b. continued neglect of academic duties in spite of written warnings;
c. grave personal misconduct;
d. deliberate and grave violation of the rights and freedoms of fellow faculty members, administrators, or students; or

e. conviction of a felony directly related to the faculty member's fitness to practice his profession.

Prior to dismissal, the Dean of the College will give the faculty member involved a written statement of reasons, framed with reasonable particularity. Because of the nature of dismissal, no fixed time can be specified for notice; however, such action is usually not taken without prior discussions with and written warnings to the faculty member.

Also prior to dismissal, the Review Committee (described in the Collective Bargaining Agreement) will review all the available evidence and will render a recommendation based upon the evidence in the record. If a difference of opinion persists between the faculty member and the College which the Review Committee cannot resolve, the faculty member also has the right to have a formal grievance hearing (described in the Collective Bargaining Agreement).

The faculty member may, however, waive a formal grievance hearing. Pending the recommendation of the Review Committee or the decision of the formal grievance committee or an arbitrator, the faculty member may be suspended or assigned to other duties in lieu of suspension, if immediate harm to himself or others is threatened by his continuance. Before suspending a faculty member, pending an ultimate determination of his status, the College will consult with the Review Committee concerning the propriety of the suspension. Unless legal considerations forbid, any such suspension will be with pay.

In any case involving dismissal or suspension, the burden of proof that adequate cause exists for the action shall be on the College, which proof shall be by clear and convincing evidence in the record considered as a whole.

Faculty members with tenure who are dismissed for reasons of professional incompetence or continued neglect of academic duties in spite of written warnings shall continue to receive their salaries for at least a year from the date of dismissal.

2.8 Faculty Duties and Responsibilities

Membership in the academic profession carries with it responsibilities for the advancement of knowledge, the intellectual growth of students, and the improvement of society. Each faculty member must order and evaluate his activities in terms of his commitment to these goals, as well as in terms of his own personal and professional development.

Moreover, a member of the Faculty of Regis College has a special obligation to understand the nature of this institution of higher learning, and to appreciate its unique characteristics and its philosophy and objectives. He should want to be associated with such an institution and should strive to improve the intellectual and practical effectiveness of the College by willing and thoughtful participation in its governance.

As an educational institution, Regis College does not wish to impose a rigid body of codified rules upon the members of its faculty. The College does, however, have certain legitimate expectations concerning the conduct of professional academics. The following statements outline in a general way the obligations incumbent on faculty members of Regis College. Although it is not expected that any one faculty member can carry out all of these responsibilities in an outstanding manner, it is anticipated that each individual will take all of them seriously and will fulfill them to the best of his ability.

2.8.1 Professional Ethics

Although no set of rules or professional code can either guarantee or take the place of a scholar's personal integrity, Regis College believes that the "Statement on Professional Ethics" promulgated by the American Association of University Professors may serve as a reminder of the variety of obligations assumed by all members of the academic profession. Since all faculty members should strive to make these recognized standards of the profession an integral part of their personal and professional lives, they are reproduced below.

"I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to

state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his respon-

sibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom."

2.8.2 Teaching

Commitment to outstanding teaching is a distinguishing characteristic of private institutions of higher education like Regis College. As a result, the College recognizes that quality instruction as defined in Section 2.8.1, "Professional Ethics," is the most important function of each faculty member.

Since teaching is considered to be of preeminent importance, every faculty member must strive for excellence in the classroom. This presupposes that the dedicated instructor has a command of his subject, keeps abreast of new developments, carefully selects teaching strategies which are suitable to his course and facilitate the learning process, works to communicate effectively his material, and encourages questions and opposing views.

2.8.2.1 Teaching Load

The full-time teaching load of a faculty member in any rank is normally 24 semester hours per academic year, summers excluded. Whenever possible, however, the College will attempt to recognize, through reduction of teaching load, extraordinary College service above and beyond normal duties. A more complete statement on workloads is contained in Section 2.8.5, "Faculty Workload."

2.8.2.2 Course Offerings

Departmental course offerings should be in accord with both the general requirements of the College and the needs of departmental or divi-

sional majors and the general student body. Each semester the Department Chairperson or Division Director shall call a meeting to discuss course offerings for the next term.

Following this meeting, each faculty member will submit to the Chairperson or Division Director a brief syllabus for each of his courses for the following term describing the course content and class format using the form provided by the Office of the Dean of the College. The Chairperson or Division Director will forward these syllabi to the Dean of the College, who is responsible for making them available to counselors, students, and other interested parties. The date by which this process is to be completed is established by the Office of the Dean of the College.

2.8.2.3 Academic Schedules

The schedule of each faculty member is arranged by the Department Chairperson or Division Director in consultation with the faculty member. The total department schedule is subject to the approval of the Assistant Dean of the College.

2.8.2.4 Course Content

Except for standardized departmental courses with multiple sections, the instructor is responsible for planning and presenting the course material; establishing course objectives and requirements and making them known to the students; selecting and ordering texts and supplemental materials; preparing, administering, and grading papers and examinations; and assigning grades.

2.8.2.5 Classes

Faculty members are expected to meet their classes punctually and to conduct them at a level appropriate for undergraduate education.

If, for some valid reason, the instructor cannot meet a class, he should contact the Department Chairperson or Division Director. If either of these two persons cannot be reached, then he should contact the Office of the Dean of the College so that the students can be so notified. In case inclement weather necessitates the closing of Regis College, the Office of the Dean of the College is responsible for making the determination and for notifying the major radio stations (KOA, KLZ, KOSI, KDEN, and KHOW) by 6:00 a.m. of the cancellation of classes; faculty are asked not to call the switchboard.

2.8.2.6 Examinations

The College requires that a final examination be administered in every course. The final examination should be administered during the official examination period in accordance with the schedule established by the Office of the Registrar. Waiver of the final examination or early examinations require the approval of the Department Chairperson or Division Director and the Dean of the College.

2.8.2.7 Classes by Special Arrangement

Faculty members may offer special studies (tutorials in regularly established courses), independent studies (tutorials in special fields or topics not covered by established courses), and experimental courses (scheduled courses in special fields or topics not listed in the Bulletin). Policies and procedures governing such offerings are established by the Committee on Educational Policies and are administered by the Assistant Dean of the College. These policies and procedures are contained in the Academic Regulations Manual.

2.8.2.8 Campus Bookstore

The primary purpose of the Campus Bookstore is to supply for sale all textbooks and supple-

mental materials used in College courses. The private sale of such instructional materials by faculty members is not permitted; however, it is the responsibility of each faculty member to select such materials and order them through the Bookstore.

2.8.2.9 Special Fees

Special fees for rental or purchase of teaching aids or equipment must be approved by the Dean of the College and the Director of Corporate Services and must be announced in the course syllabus described in Section 2.8.2.2, "Course Offerings." The student pays these fees through the Business Office; fees may not be collected by the instructor. The means for identification and disbursal of such fees must be arranged for in advance with the Controller. These arrangements should be agreed to in writing.

2.8.2.10 Deadlines

Each faculty member is responsible for meeting the appropriate deadlines established by the Office of the Dean of the College, the Office of the Registrar, and the Campus Bookstore.

2.8.3 Student Advising

Since the basic objective of private institutions of higher education like Regis College is to assist each student to develop his interests in order to reach his full personal and professional potential, the College emphasizes the role of its faculty in the academic advising of students.

2.8.3.1 Definitions

Although there are other offices which provide specialized counseling such as Counseling Services, Campus Ministry, and Placement Services, to which the student may be directed for professional assistance, the faculty member has a special and unique role which may take three forms:

a. advising of the student with regard to the

student's work in classes taught by the faculty member;

b. serving as a departmental advisor in the student's major area to assist the student in setting academic goals, and to insure that College and departmental requirements are met and understood by the student, and that electives are planned to coincide with the student's personal and career objectives; and

c. recognizing when the student needs professional assistance with problems of a personal nature or resulting from academic skill deficiencies and directing the student to the appropriate office or person from whom such assistance is available.

2.8.3.2 Faculty Availability

It is considered essential that each student have sufficient opportunity to see faculty members.

2.8.3.2.1 Hours on Campus

The College recognizes that dedicated scholars and researchers must on occasion be absent from campus pursuing justifiable personal and professional activities. However, full-time faculty members are normally expected to be on campus during a portion of every day when regular classes are scheduled.

2.8.3.2.2 Office Hours

Each faculty member should establish regular and adequate office hours so distributed throughout the week as to be of maximum convenience to the students. A minimum of five hours per week should be scheduled, although the amount of time allocated

should reflect the number of academic advisees. Additional office hours may be needed during registration and examination periods. Established office hours and/or procedures for appointments must be brought to the attention of the students and a copy filed with the Office of the Dean of the College.

2.8.4 Service to the Institution

Regis College can function effectively only if its faculty members participate actively in college governance. Faculty members must be willing to undertake a reasonable number of non-teaching assignments, attend meetings, contribute their ideas and experience during the decision-making process, and shoulder their fair share of the work.

2.8.4.1 Department

The faculty member's first line of administrative responsibility is to his Department or Division. The faculty member should therefore maintain regular communication with all members of his department or division and perform the departmental duties assigned. All members, unless excused, are expected to attend department or division meetings and to participate actively in the work of the department or division related to curriculum development and student advising.

2.8.4.2 Division

Faculty members are expected to cooperate with the Division Director by attending divisional meetings and participating actively in the affairs of the division.

2.8.4.3 College

All faculty members are expected to serve on College or faculty committees and to be avail-

able for other non-teaching assignments such as serving as a moderator of a student group, accepting short-term administrative responsibilities, and assisting at registration and/or pre-registration. Members of the faculty are expected to attend all College academic functions such as commencement and the Honors Convocation at which the presence of the faculty is explicitly requested. As a courtesy, the faculty member should notify the Dean of the College when it is necessary for him to be absent from any of these functions.

Faculty members are encouraged to attend lectures, concerts, dramatic productions, and other events sponsored by the College, departmental organizations, or student groups.

2.8.4.4 Faculty

At least once each semester the President of the Regis College Chapter of the Association of American University Professors will convene a general faculty meeting to discuss and act upon matters of interest or concern to the faculty at large. The Dean of the College can also call a general faculty meeting. All faculty members not conducting classes at the time of these meetings are expected to attend.

2.8.5 Faculty Workload

Regis College desires to assure equity in the distribution of assignments. An unduly heavy workload can impair an instructor's effectiveness in class and laboratory and in student advising; an unduly light load deprives the College of services that should be rendered by a full-time teacher and inflicts an unjust burden upon other faculty members. Since any adequate definition of faculty workload should take into account the whole spectrum of a faculty member's professional and institutional services, it is difficult to establish a policy which applies to all departments or to all members of a given department. Nonetheless, general guidelines can be stated which are both reasonable and sufficiently flexible to allow the faculty

and the College to agree on efficient and effective assignments.

2.8.5.1 Academic Work Year

The academic year begins at the start of Freshman Orientation Week and ends on the day of graduation. Faculty members are expected to be on campus to assume their faculty duties and responsibilities throughout this time period, except for the College's scheduled vacation periods.

2.8.5.2 Teaching Load

The most measurable portion of the faculty workload is the teaching load, At Regis College, the individual teaching load is best defined in terms of teaching credit hours. Normally, a full-time faculty member, regardless of rank, should expect to teach twenty-four teaching credit hours per academic year, and the College may not require a faculty member to teach more than this amount per year.

The credit hours for regular courses equal the teaching credit hours; one-credit hour laboratory courses equal two teaching credit hours; three students supervised in Independent Study, Special Studies, or on an internship equal one teaching credit hour; and two students supervised in Practice Teaching equal one teaching credit hour. In the calculation of an individual faculty member's teaching load, team-taught courses may be counted in full, provided that the faculty member ordinarily attends all course sessions. A faculty member, however, may not participate in more than two team-taught courses per year. In calculating a department or division's student credit hours, such courses are prorated.

If, during the regular academic year, the Dean of the College requests and the faculty member voluntarily agrees to a teaching overload on a temporary basis not to exceed one semester, the

College will compensate the faculty member. Such compensation will be prorated on the basis of 10% of the faculty member's annual salary for each three teaching credit hours of overload.

A faculty member may request a teaching overload without compensation. The Dean of the College must approve the request and the overload may not exceed six teaching credit hours per academic year, only three of which may be for a formal course.

In cases where a faculty member has unusually large enrollments, defined as 480 student credit hours or more in a semester, the number of teaching credit hours shall be reduced to nine per semester, provided that the individual's student credit hours do not thereby fall below 300.

At the department or division level, which also provides a context within which to evaluate the individual faculty member's load, it is expected that a department or division will generate 525 student credit hours per year per full-time equivalent faculty member, computed on the basis of the teaching credit hours per course multiplied by the number of students per course. When a department, a division without departments, or an independent area averages 700 student credit hours per full-time equivalent faculty member for an academic year, the department, division, or area will normally be allowed to hire one additional full-time faculty member for the subsequent academic year. When a department, division, or area averages less than 350 student credit hours per full-time equivalent faculty member for an academic year, serious consideration will be given to reducing by one the number of non-tenured faculty members in the department or division.

However, the nature of the academic enterprise precludes imposing these numeric standards in a

rigid fashion. The varying popularity of some courses of study judged indispensable in the offerings of a liberal arts college, the level at which a course is offered, and the need to limit class size in some required courses because of limited institutional facilities indicate the necessity of adjustments in these otherwise ordinary expectations of student credit hours. It is also recognized that some departments or divisions will, on a temporary basis not to exceed a year, need to generate fewer than 350 student credit hours per full-time equivalent faculty member for sound academic reasons, such as time to develop new courses.

These statements regarding teaching load are not to be construed to be the only criterion on which judgments about retaining, hiring, or terminating faculty members will be based.

2.8.5.3 Non-Teaching Load

Although it is less easy to measure the non-teaching portion of the faculty workload, it can be stated generally that the ordinary non-teaching load as defined in Section 2.4.4, "Service to the College," and 2.8.4, "Service to the Institution," accounts for one-fifth of the faculty member's workload or approximately three hours per week averaged over the academic year; the teaching load accounts for the other four-fifths. For example, service on two A committees, or on one A and two B committees, or on one A and three C committees would constitute one-fifth of the faculty member's workload. The chairpersonship of a department with five or more full-time equivalent faculty members equals service on a B committee; chairpersonship of a department with less than five full-time equivalent faculty members or division directorship of a division with departments equals service on a C committee.

It is expected that the College, the Department Chairperson or Division Director, and the Com-

mittee on Committees and Elections will be aware of the individual faculty member's teaching load, committee work, and other non-teaching assignments within the College. Normally, faculty members will not be expected to assume non-teaching activities which, averaged over the academic year, constitute more than one-fifth of the workload, without a commensurate reduction in teaching load. A faculty member may, however, voluntarily serve on one additional committee on a temporary basis not to exceed an academic year, with the approval of his Department Chairperson or Division Director.

The procedures for seeking a reduction in teaching load are explained in Section 2.8.5.4, "Reduction in Teaching Load."

2.8.5.4 Reduction in Teaching Load

All members of the faculty bargaining committee will be relieved of responsibility for a part of their teaching load during the time that the Collective Bargaining Agreement is being negotiated. Such arrangements will be made by the Dean of the College, in consultation with each faculty member and his Department Chairperson or Division Director.

Heavier-than-normal involvement in other non-teaching activities, when requested by the College, shall require an adjustment in a faculty member's workload, including, if necessary, a temporary or permanent reduction in teaching hours. The College's request for such involvement by a faculty member must be agreed to by the faculty member and his Department Chairperson or Division Director. The request for a reduction in teaching load may then be initiated by the faculty member or by his Department Chairperson or Division Director. The request will be acted upon by the Dean of the College within two weeks, in consultation with the faculty member, the Department Chairperson or Divi-

sion Director, and, if appropriate, the administrative officer who will supervise the faculty member's administrative duties.

2.8.6 Professional Growth and Development

It is the essence of the faculty member's position that he is considered an expert and competent professional in his field. It is incumbent on each faculty member, however, to maintain his competence by keeping abreast of the developments in his own field and in other fields related to his own.

There are various ways of maintaining growth and development, and each faculty member must find those appropriate for him. Reading current books, monographs, and professional journals are obvious ways of improving. Other possibilities include: participation in conferences and institutes; assisting the library to improve its collection in one's own field; occasionally teaching courses in another university's summer session; travel; and taking post-doctoral courses in other universities. Research and consulting are still other avenues for growth.

Continued growth and development helps keep the faculty member concerned about the vitality of his courses and should be evidenced in the content of his courses and the quality of his teaching. Moreover, the faculty member who is aware of new developments in his area is better able to assist his colleagues in curriculum development and improvement.

2.8.6.1 Research

While research, as defined in Section 2.4.5, "Research and Creative Work," has not been placed high on the list of faculty responsibilities, it is, nevertheless, considered important, and a reasonable amount of time should be devoted to it. Regis College recognizes that in higher education both teaching and research are essential to a vigorous institution and a sound curriculum. However, as a teaching institution, Regis College places greater emphasis on the teaching function than on

the research function.

Regis College also recognizes that every research investigation does not necessarily result in publishable material. The results of scholarly research can be shared with the academic community not only by writing and publication, but also by oral presentation to professional groups, both on or off campus. Nevertheless, publication, wherever appropriate and possible, is encouraged and recognized.

As the College deems it financially possible and in the best interests of its educational goals to place increased emphasis on research and publication, it will, concomitantly, increase institutional supports for such endeavors. Institutional support for research and publication is discussed in Section 2.9.4, "Research Supports."

2.8.6.2 Patent Policy

The patent policy currently in force in the college appears in Appendix C.

2.8.6.3 Consulting

In some fields there are opportunities for doing consulting work in education, government, or business. Within reasonable limits, this kind of pursuit may provide valuable experience for the faculty member and thereby promote his professional growth and development. The work done, however, must be of a professional character commensurate with the individual's capabilities, experience, and status. Insofar as consulting work is most often akin to outside employment, the faculty member is bound by the strictures set forth in Section 2.8.9, "Outside Employment and/or Business Interests." He should not expect any reduction in load for engaging in consulting work unless the work is for Regis College, or such arrangements have been mutually agreed to by the faculty member,

the Department Chairperson or Division Director, and the Dean of the College.

2.8.7 Community Service

Regis College recognizes that its faculty members are professionals with unique and varied capabilities which permit them to make useful contributions to the larger social communities of which they are members. The College encourages faculty members to accept individually their responsibility to support those activities in which they can make a contribution. Involvement in the community not only benefits society, but it also publicizes the College and adds to its prestige.

2.8.8 Political Activity

Any member of the faculty who wishes to engage in direct political activity which will involve a substantial amount of time (e.g., holding or running for political office, managing a campaign, directing group action in behalf of a political candidate or issue) is expected to work out a mutual agreement for released time with his Department Chairperson or Division Director and the Dean of the College before undertaking such activity.

2.8.9 Outside Employment and/or Business Interests

Since the regular faculty member is considered a full-time professional at Regis College, his first duties are to the College community. Outside employment, business interests, or consulting activities must not diminish a faculty member's effectiveness as a member of the College faculty; it must be clearly subordinate to the individual's teaching, advising, and College service functions, and it must be held to a minimum during the academic year.

The College expects that a full-time faculty member who desires to establish an outside employment relationship or business interest during the regular academic year will secure the written approval of the Department Chairperson or Division Director and the Dean of the College if the aggregate time entailed will amount to more than the equivalent of one normal working day per week over an academic

term. Since departmental and College needs may change, it is necessary to have such approval renewed each academic year.

These restrictions do not apply during the summer, nor are they intended to restrain a faculty member from delivering occasional lectures at other institutions.

.8.10 Adherence to College Regulations

The responsibility to adhere to College regulations is self-evident. An organization can operate effectively and consistently only if it has policies and rules to guide it and its members. The material in this Faculty Handbook, including that contained in this section on "Faculty Duties and Responsibilities," is intended as an attempt to enhance freedom, stimulate enthusiasm, and promote loyalty to the College's objectives rather than as an attempt to impose restrictions.

This Faculty Handbook and especially this section on "Faculty Duties and Responsibilities" represent an attempt to summarize those regulations pertaining directly to the faculty. Any new or amended policies developed between this edition of the Faculty Handbook and its next revision will be added to this edition as textual changes or Appendices. Each faculty member has a responsibility to know these regulations and to make every reasonable effort to adhere to them. If questions of interpretation arise, clarification should be sought from the appropriate group of the College. Any exceptions mutually agreed to should be in writing and signed by all parties concerned.

2.9 Faculty Rights and Privileges

2.9.1 Academic Freedom

Regis College affirms and is guided by the ideal that all members of the faculty, whether tenured or not, are entitled to academic freedom as set forth in the 1940 "Statement of Principles on Academic Freedom and Tenure" jointly formulated by the American Association of University Professors and the Association of American Colleges.

Further, the College and the Faculty accept the following excerpts from the 1940 Statement as defining what is meant by academic freedom.

a. "Institutions of higher education are conducted for the common good and not to further the interests of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition."

b. "Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries duties correlative with rights."

c. "The teacher is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

d. "The teacher is entitled to freedom in the classroom in discussing his subject, but should be careful not to introduce into his teaching controversial matter which has no relation to his subject."

e. "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

2.9.2 Grievances

If any faculty member feels he has cause for grievance, he may make use of the grievance procedures explicated in the current Collective Bargaining Agreement between Regis

College and the Regis College Chapter of the Association of American University Professors.

2.9.3 Institutional Supports

2.9.3.1 Office Facilities

All full-time faculty members will be assigned adequate office space on campus equipped with at least a desk, two chairs, a book case, filing cabinet, and access to a telephone. Since these offices are most often semi-private, the Office of the Dean of the College will assist faculty members in locating appropriate private space for meetings of a confidential nature. In addition, the College will provide each department or division without departments with at least a typewriter, a departmental file cabinet, and access to a desk and chair for a departmental secretary or student typist.

2.9.3.2 Faculty Secretary

A faculty secretary is available for faculty members of departments or divisions which do not have secretaries. The faculty secretary is currently located in Loyola Hall. General regulations governing the services of the faculty secretary are:

a. The work submitted should have a direct bearing on the faculty member's relation- ship to his College responsibilities.
b. All work will be done on a "first come, first served" basis.
c. Sufficient time should be allowed for the completion of any work submitted. Although as prompt a service as possible will be provided, no positive assurance can be given that material will always be ready at a given time.
d. Typing of manuscripts longer than a normal scholarly article cannot be handled.

2.9.3.3 Dayton Memorial Library

All Regis College faculty members and their de-

pendents may use the College Library under the latest published rules and regulations and are invited to avail themselves of its resources and services.

2.9.3.3.1 Borrowing Privileges

Teaching faculty may borrow regular circulating books for up to one semester, at which time they must return or renew them. Any books that have been checked out of the Library for a year must be returned for inspection and inventory (at the end of the semester nearest the end of the year period) before renewal.

Reference materials circulate only by special permission from a professional librarian and must be returned promptly. Other materials circulate for varying definite periods and must be returned or renewed when due. Fines are not charged, but infractions may lead to loss of special permission to check material out.

Books checked out for two weeks or more may be recalled for the use of another member of the Regis community and must be returned promptly. It is expected that any material borrowed by a faculty member will be returned when it is no longer in active use, in order to provide greater utilization of the library resources.

Faculty members who lend materials checked out in their own names to students or other persons retain full responsibility for the safe and prompt return of the materials. Faculty dependents may check materials out under the same regulations that per-

tain to Regis students; due dates must be observed and fines will be charged.

2.9.3.3.2 Interlibrary Loan and Cooperative Circulation Agreements

Teaching faculty may request that materials be searched for and borrowed from other library collections. They may also have materials in other libraries photocopied for the costs charged by that library. Materials borrowed from other libraries are due on the date designated by Dayton Memorial Library and must be returned promptly to maintain the interlibrary loan privilege for the future, since other libraries may deny this service on the basis of a record of abuse.

Other libraries may extend borrowing privileges directly to Regis faculty members if they identify themselves and ask to check something out. Faculty members borrowing thus directly are subject to all the rules and regulations of the lending library and should be forwarned that they may be charged fines for overdue books. Further information is available from the professional staff of Dayton Memorial Library.

2.9.3.3.3 Orientation and Instruction

Library orientation and instruction in library resources and use are available to individual faculty members, faculty groups, and classes. Requests are made to the Resources Librarian.

2.9.3.3.4 Reference and Information Service

Answers to simple factual questions and card catalog checks may be obtained by telephone from the professional librarian on reference duty. More extensive reference and research service may be obtained in the Library from the professional staff.

2.9.3.3.5 Audio-Visual Services

Dayton Memorial Library is responsible for the central collection of the College's audio-visual materials and equipment, a projection room, and a Language Laboratory. Requests for rental or purchase of non-print materials are made through the Media Librarian.

2.9.3.3.6 Reserve

Circulating library materials may be placed on reserve if they are designated by a faculty member as required reading for all students in a class. Requests are made to the Circulation Clerk.

2.9.3.3.7 Photocopying

Photocopies for personal use or professional use may be made on the self-service photocopier in the Library for the current charge per copy, such charges to be paid by the individual or charged to a departmental budget if approved by the Department Chairperson or Division Director. Photocopies of periodical articles can be made for class reserve and may be supplied at no charge

to the department upon the consent of the Resources Librarian.

2.9.3.4 Duplicating Service

The Duplication Center is located in the basement of the Campus Bookstore in the Student Center. The Center offers Xerox and offset printing services. It also has limited facilities for collating, stapling, folding, binding, and cutting.

Charges are based upon a flat rate established by the Center and circulated to the faculty. Requests for duplication of materials for instructional or College-related services are charged to the department. Personal or other supplementary uses of duplicating facilities by faculty members are accepted on a cash basis at the same rate charged for approved College business. Classroom instruction materials to be sold through the Campus Bookstore must be accompanied by a Campus Bookstore requisition before they will be reproduced.

All requests for printing to be done off-campus must be forwarded to the Business Manager on a Purchase Requisition signed by the person responsible for the budget area. Contracts or agreements with off-campus printers must be made by Purchase Order signed by the Business Manager.

All envelopes and letterheads will be ordered through the Duplication Center and will be printed according to the standard College format. No other logos or designs are authorized.

2.9.3.5 Instructional and Office Materials

Each department is provided with a budget for instructional and office materials and a charge card for use in the Campus Bookstore and Duplication Center. Orders for materials not available through these two outlets must be made

through the College Business Manager. Independent purchases through off-campus vendors are not authorized.

2.9.4 Research Supports

A faculty member who wishes to engage in research may apply for the following institutional support:

2.9.4.1 Reduced Teaching Load

Any full-time faculty member engaged in a significant research project may request a reduction in teaching load. Such a request should be submitted in writing to the Department Chairperson or Division Director during the first week of the semester preceding the semester in which the reduction would begin granted. The Chairperson or Division Director, in consultation with the members of the Department or Division, will evaluate the research proposal and the ability of the Department or Division to maintain its course offerings. If it is determined that a reduction in teaching load is justifiable, the Chairperson or Division Director will forward the request, along with the Department or Division's evaluation, to the Chairperson of the Committee on Faculty Development and Research not later than the fourth week of the semester preceding the term for which the reduction is requested. The Committee on Faculty Development and Research will evaluate all the proposals submitted to it and will, in a fair and equitable manner consistent with the relative merit of the requests, rank the requests. The Committee will submit the proposals and its recommendations to the Dean of the College as soon as possible. The Dean of the College will make a decision within one month and will simultaneously inform the faculty member, the Department Chairperson or Division Director, and the Committee on Faculty Development and Research, in writing, of his approval or disapproval. At any point in the evaluation process and in the interest

of academic standards, outside evaluations of the proposals by scholars of acknowledged competence may be obtained.

A department or division may not recommend more than one person per semester for a reduced teaching load for research. If several members are actively interested in significant research projects, the department or division must attempt to be fair and equitable in making its recommendations.

In any given semester a reduction in teaching load for research may be granted to not more than five per cent of the total number of full-time teaching faculty members. An individual faculty member will not normally be granted a reduction in teaching load more often than one semester in every three years, although the time between reductions may be longer if equity demands it.

Forms and guidelines for use by the individual and by the Department Chairperson or Division Director are prepared by and are available from the Committee on Faculty Development and Research.

2.9.4.2 Financial Support

Regis College makes financial assistance for research available through the Committee on Faculty Development and Research. Any full-time faculty member engaged in research may request such assistance.

2.9.4.2.1 Grants-in-Aid

A grant-in-aid may be sought for research-related expenses such as the purchase of equipment and supplies, travel (including transportation, room, and board), clerical or student assistance, duplication costs,

specialized library acquisitions, and costs of reprints. Equipment and non-perishable supplies purchased with College research funds are the property of Regis College.

Ordinarily no single grant-in-aid shall exceed $500. The exact amount of money available for grants-in-aid is subject to negotiation between the College and the Regis College Chapter of the American Association of University Professors. At the present time, the College provides enough money to underwrite a minimum of four $500 grants per academic year.

To be eligible for consideration for a grant-in-aid, a faculty member must submit in writing an explanation of the research project, which should include a discussion of any work already done and a detailed budget of estimated expenses. Forms and guidelines for grant-in-aid applications are prepared by and are available from the Chairperson of the Committee on Faculty Development and Research.

Each application must be accompanied by a letter from the Department Chairperson or Division Director reflecting the department or division's evaluation of the research proposal; the Division Director, in consultation with the members of the appropriate department, will write this letter if the applicant is the Department Chairperson.

Decisions of the Committee on Faculty Development and Research, af-

ter approval by the Dean of the College, are considered final.

A faculty member who receives a grant-in-aid is not thereby prohibited from also receiving a reduction in teaching load, although he must submit separate applications for each action.

2.9.4.2.2 Summer Grants

A summer research grant is made available by Regis College in order to relieve the recipient of summer teaching and other academic duties so that he can engage in research on a full-time basis.

To receive consideration for a summer research grant, a faculty member must submit to the Committee on Faculty Development and Research a statement about the research which he intends to continue or complete with the help of the grant, along with a letter of evaluation from his Department Chairperson or Division Director. He must also secure the appropriate forms and guidelines from the Committee and abide by its published deadlines.

At the present time, Regis College underwrites one summer research grant of $2000 per year.

The recipient of a summer research grant may not engage in any other continuing activity for remuneration during the life of the grant, that is, from May 15 to August 15. It is further expected that the recipient will continue in the employ of the College for at

least one academic year after receiving the grant.

Decisions of the Committee on Faculty Development and Research are considered final.

2.9.4.3 Other Support

2.9.4.3.1 Private Rooms

Whenever possible, Regis College will make available, at no cost, to faculty members engaged in research and writing, a private room to use for research-related activities. Subject to availability and any legal considerations, such a room may be located in one of the student residence halls. Requests for rooms are handled by the Assistant Dean of the College who will make arrangements with the appropriate College officers.

2.9.4.3.2 Secretarial Services

Whenever possible, the College will provide secretarial support for typing manuscripts (see Section 2.9.3.2). Requests for such assistance are directed to the Assistant Dean of the College.

2.9.4.4 Required Reports on Research Activities

Recipients of reduced teaching loads and/or financial support for research are required to submit a report on their research activity to the Department Chairperson or Division Director, the Dean of the College, and the Chairperson of the Committee on Faculty Development and Research within thirty days of the beginning of the semester following the period of their reduced load or financial assistance. At the request of the Committee, such reports may be made orally to an

interested group of the faculty and students.

2.9.5 Sabbatical Leave

Regis College, recognizing the necessity for faculty members to acquire new experiences to enrich their teaching or to secure uninterrupted time for research and writing, supports the principle of sabbatical leave. The College desires to encourage professional growth and increased competence and productivity among faculty members by subsidizing significant research, creative work, or a program which is judged to be of equivalent value, such as some other program of study, an organized experiental program, and an exchange in teaching responsibilities with a faculty member at another four-year college or university.

2.9.5.1 Eligibility

Any faculty member with the rank of Assistant Professor or higher who has served seven or more consecutive years at Regis College is eligible for consideration for a sabbatical leave.

2.9.5.2 Number of Leaves

Regardless of the length of the leave granted to an individual faculty member, Regis College will grant sabbatical leaves in any given academic year to no more than three percent of the total full-time teaching faculty. Moreover, a maximum of one sabbatical leave will be granted for any one department or division in any given academic year.

2.9.5.3 Stipend

Stipends for sabbatical leaves are: one semester at full salary or one academic year at one-half of full salary. Salary means the equivalent of that provided in the current Collective Bargaining Agreement; normal raises and benefits will not be withheld by reason of the sabbatical leave. Moreover, while the faculty member is on sabbatical leave, both he and the College will

continue to pay their normal full share toward retirement, group life, health, and disability insurance, and Social Security.

In the case of a sabbatical leave granted to a faculty member who will receive a salary, grant, or stipend from another source for his work while on leave, the College may reduce the normal sabbatical salary accordingly. In such a case the College will assure that its normal full share of retirement, group life, health, and disability insurance, and Social Security are paid; it may also bill, if necessary and appropriate, the faculty member for his normal share of these items.

2.9.5.4 Application Policies and Procedures

Sabbatical leaves are not granted automatically upon the completion of the necessary period of service. The faculty member must demonstrate in writing, as part of his application, evidence of sound research, creative activity, or other academic achievement to support the program of work which he plans for the sabbatical period. He must also show that his proposed program will accomplish one or more of the general purposes set forth in the opening paragraph of Section 2.9.5, "Sabbatical Leave."

The faculty member must make a formal application for sabbatical leave, using the forms and guidelines provided by the Committee on Faculty Development and Research. The application must include a narrative outline of the project he intends to pursue and a statement showing how it will increase his professional competence and value to the College and his qualifications to pursue such a project. These items are submitted to the Department Chairperson or Division Director in sufficient time to permit the general deadlines set forth below to be met.

Inasmuch as the regular full-time staff of the department or division may be expected to absorb

the teaching load of the individual on leave, the Department Chairperson or Division Director, in consultation with the members of the department or division, will prepare a statement of his plans in this regard which will be attached to the sabbatical application. In cases of a one-semester leave at full pay, an unranked or extraordinary faculty member may be hired to cover a necessary course(s); in cases of a full academic year's leave at reduced pay or a leave in which the College reduces the sabbatical salary because of outside income as explained in Section 2.9.5.3, "Stipend," a portion of the money saved may be allocated to hire an unranked or extraordinary faculty member as needed. Any unranked or extraordinary faculty hired shall be paid in accordance with the applicable provisions of the current Collective Bargaining Agreement.

The original and two copies of the application, the Department Chairperson or Division Director's evaluation and recommendation, and the statement of departmental plans referred to above will be submitted to the Dean of the College no later than the first class day following October 1 of the academic year preceding the academic year for which the sabbatical leave is requested. Within seven calendar days of the receipt of these materials, the Dean of the College will forward two copies of all the applications received to the Chairperson of the Committee on Faculty Development and Research; the originals are retained by the Dean for his use and eventual inclusion in the applicant's Personnel File.

Normally, within two weeks of the receipt of the documents, the Committee on Faculty Development and Research will return one copy of each application, together with its written recommendations, to the Dean of the College; the second copy is retained by the Committee for its use during the remainder of the process and for eventual forwarding to the Committee on Rank and Tenure for inclusion in its confidential files.

In all cases, the Committee on Faculty Development and Research has the responsibility of rejecting any applications which do not meet the criteria set forth in Section 2.9.5, "Sabbatical Leave," and of ordering the remainder in terms of precedence. In general, the order of selection will be determined by seniority based, in order, upon years of teaching at Regis College, years since last sabbatical, and academic rank. However, the Committee may, for good reasons stated in writing, recommend one applicant over another in spite of seniority.

The Dean of the College, in consultation with the Chairperson of the Committee on Faculty Development and Research and two other members of the Committee who are elected by the Committee for this purpose, will make the final decision in light of the total needs and capabilities of the College. During the first full week of school in January the Dean of the College will simultaneously inform in writing the applicant, the Department Chairperson or Division Director, the Chairperson of the Committee on Faculty Development and Research, and the Chairperson of the Committee on Rank and Tenure of the approval or disapproval, for stated cause, of the application.

2.9.5.5 Obligations of Sabbatical Recipients

The recipient of a sabbatical leave incurs three obligations:

a. to make every reasonable effort to fulfill the terms of his sabbatical;

b. to return to the College for a minimum of one year following the completion of the sabbatical leave; and

c. to file a detailed report on the actual results of his project with the Department Chairperson or Division Director, the Dean of the College, the Chairperson of the Committee on Faculty Development and Research, and the Chairperson of the Committee on Rank and Tenure within ninety

days after the beginning of the semester following the sabbatical leave. At the request of the Committee, such reports may be made orally to a group of interested faculty and students.

2.9.5.6 Additional Information

Sabbatical leave will not be granted to subsidize any form of work on advanced degrees in a faculty member's primary field or for work which is not directly related to the faculty member's teaching function at the College.

Time toward each new sabbatical begins immediately upon return to full-time service regardless of the semester of return.

Time on sabbatical leave counts toward promotion in rank and/or tenure, unless the faculty member and Regis College agree in writing to waive this provision at the time the leave is granted (see Section 2.5.3).

2.9.6 Leaves of Absence

2.9.6.1 Leave With Pay

The College permits short leaves with pay for military training or jury duty as herein provided. If a faculty member has been employed by the College for at least one full year prior to the start of duty, he may be granted a leave with pay for a maximum of twenty-two (22) working days. Fringe benefits will not be affected by this provision.

For compassionate reasons, the College may also permit, at its option, short-term leaves with pay for a maximum of ten (10) working days, provided that the faculty member has been employed by the College for at least one full year prior to the request for such a leave.

Short-term leaves for illness or disability are subject to the provisions for short-term disability as set forth in the current Collective Bargaining Agreement.

Requests for short leaves with pay are submitted in writing to the Dean of the College through the Department Chairperson or Division Director, except that requests for emergency leaves for compassionate reasons may be taken directly to the Dean of the College who may waive a written request in view of the circumstances.

2.9.6.2 Maternity Leave

Regis College shall treat pregnancy, childbirth, and any conditions associated therewith, and temporary disability resulting from any of the above conditions as any other short-term disability. Accordingly, a faculty member's maternity leave will be covered by the short-term disability provisions of the current Collective Bargaining Agreement.
Long-term disability caused by pregnancy or its complications, upon medical certification, will be covered by the long-term disability provisions of the current Collective Bargaining Agreement.

Faculty wishing to have an extended period of maternity leave may take a leave of absence without pay not to exceed one year. An effort should be made, however, to arrange such leaves to coincide with the academic semesters.

2.9.6.3 Leave Without Pay

Any full-time member of the faculty may request a full-time or part-time leave of absence without pay for one of the following reasons:

a. illness;
b. completion of research;
c. formal study;
d. extended service in the armed services;

e. defense work during a war or national emergency;
f. any program of enrichment approved by the College;
g. assignments or work that are considered to benefit the College; or
h. other reasons.

Such leaves must be mutually agreed to and shall not ordinarily be for longer than one year, although the College may grant an extended full-time or part-time leave without pay.

Time on such leave will not count toward tenure or promotion in rank and is not credited toward time in service for sabbatical leave unless the individual and the College so agree in writing prior to the beginning of the leave. However, the faculty member will not forfeit his rank as a result of being on a leave without pay.

While an individual is on leave without pay, the College does not provide fringe benefits unless a contrary arrangement has been mutually agreed to in writing by the faculty member and the College. Faculty members may continue their fringe benefits, however, by paying them through the College.

Requests for a leave without pay are submitted in writing to the Dean of the College through the Department Chairperson or Division Director not later than December 15 of the academic year preceding that in which the leave is to begin. A final decision on such leaves is made by the Dean of the College in consultation with the Department Chairperson or Division Director.

If a leave without pay is granted, the department should be normally permitted to hire an unranked or extraordinary faculty member.

2.9.7 Professional Travel Expenses

Regis College recognizes that members of its faculty are

interested in attending meetings of learned or professional societies as a means of keeping abreast of their fields of teaching and research. The College encourages this professional development by providing financial support for such activities. College monies to support professional travel expenses are made available through the Committee on Faculty Development and Research. The Committee is responsible for developing and disseminating forms, policies, and procedures relative to professional travel matters and for disbursing such funds as it has in as equitable a manner as possible.

2.9.8 Faculty Development

Regis College encourages the professional development of the faculty and provides varied assistance through the Committee on Faculty Development and Research (see Section 1.6.2.2). Any full-time faculty member may request such assistance as is available.

2.9.9 Letters of Appointment

Faculty letters are issued in the spring semester no later than March 15 for the succeeding academic year and are subject to the provisions of the current Collective Bargaining Agreement. Each faculty letter will specify the type of appointment, rank, salary, primary duties of the individual, and the term of appointment. In addition, an initial letter will set forth any special conditions or considerations as required elsewhere in this Faculty Handbook, such as the amount of previous experience to be credited toward tenure or promotion.

2.9.10 Compensation

Faculty compensation guidelines are determined by collective negotiations and are set forth in the current Collective Bargaining Agreement.

Full-time faculty members may elect to draw their pay on either a nine- or twelve-month basis. Faculty members are paid by check every two weeks and may either pick up their check in the Business Office or have it sent to their bank. Part-time faculty are paid twice during the semester on dates which are set by the Controller and

which are stated in their contract.

2.9.11 Fringe Benefits

Faculty benefits are determined by collective negotiation and are set forth in the current Collective Bargaining Agreement. Current faculty benefits include health and hospitalization insurance, group life insurance, short-term disability benefits, and long-term disability insurance, tuition waiver benefits for Regis High School and Regis College, a retirement plan through TIAA-CREF, and Social Security. Additional information about these benefits should be obtained from the Non-Academic Personnel Officer. New faculty are encouraged to visit the Personnel Office soon after arrival on campus, as several of these benefits require formal application.

All full-time employees currently receive a ten percent discount on most items sold in the Campus Bookstore.

2.9.12 Summer Teaching

Regular faculty members are given first choice in the teaching of courses during the Summer Session. Faculty interested in such teaching should so inform their Department Chairperson or Division Director and the Dean of the College or his designee as early in the year as possible. Summer Session contracts are issued by the Dean of the College or his designee no later than April 20 and are independent of the faculty member's regular academic year contract. Compensation schedules for regular and workshop courses and policies related to cancellation of courses are contained in the current Collective Bargaining Agreement.

A normal summer teaching load does not exceed the equivalent of three three-hour courses. Exceptions must be agreed to in writing by the faculty member, the Department Chairperson or Division Director, and the Dean of the College.

2.9.13 Retirement Policy

Regular faculty appointments terminate at the end of the academic year in which a faculty member reaches the age

of sixty-five; for this purpose only, the academic year is defined as extending from September 1 to August 31. A faculty member who has reached retirement age may, however, continue to be employed on a year-to-year basis, full- or part-time, at the request of the Department and with the approval of the Dean of the College, the President, and the Board of Trustees. Discussion with the faculty member regarding the possibility of his continuing employment will take place as early as possible in the academic year in which he reaches the age of sixty-five. If employed, the salary of such a faculty member shall be governed by the current Collective Bargaining Agreement. He shall have no obligation to perform the usual institutional services, other than teaching and student advising. Reappointment of the faculty member for any succeeding academic year will be offered no later than March 15, subject to the continuation of his good health and his ability to perform adequately the teaching duties assigned.

2.9.14 Use of Facilities

Faculty members are permitted to use College facilities, including the President's Lounge and the Field House, subject to availability and to the policies, procedures, and charges established by the Scheduling Office or the Office of the Director of Athletics.

2.9.15 Notary Public

The services of a notary public are provided at no charge to faculty members through the Office of Corporate Services.

2.9.16 Parking

Campus parking is currently under the jurisdiction of the Office of the Business Manager. Adequate parking is available to both faculty and students. Convenient designated areas are set aside to accommodate the faculty and parking permits are issued on request.

2.9.17 Keys

Faculty keys are available through the Office of the Dean of the College. Keys are provided for designated buildings and faculty offices and are normally available when faculty

members report for duty. In case a faculty member needs a different key, a new key is issued as soon as the old key is surrendered. Keys are charged out to the faculty member, and if a faculty member is leaving the employment of the College, all keys so charged are to be surrendered prior to the receipt of final compensation.

2.9.18 Identification Cards

Identification cards are currently available through the Office of the Controller for all faculty members who wish this type of identification for business or academic purposes.

2.9.19 Counseling Services

The professional members of the Counseling Office are available to faculty members, during regular office hours, for consultation regarding problems that a faculty member may be encountering in dealing with a particular student or students in one or more of his classes. However, counseling services are not available to the faculty or their families for help with any personal problems, except that the members of the Counseling Office will, whenever possible, recommend Denver area professionals to faculty members who request such recommendations.

2.9.20 Health Services

The professional members of the Health Service are available to a faculty member, during regular working hours, for consultation regarding the health problem(s) of a student in one or more of his classes. The professional members of the Health Service also render emergency assistance to faculty members, during regular working hours, but they are not available to the faculty or their families for help with routine medical problems.

2.10 Faculty Honors

2.10.1 The Regis College Lecturer Award

The Regis College Lecturer Award honors an outstanding, full-time teaching member of the Regis College Faculty.

The purpose of the award is to recognize a faculty member for creative achievement in teaching and/or publication in the divisional areas of the College. The recipient receives an honorarium and delivers a formal lecture on a subject of his choosing before the student body, the faculty, and invited guests at the Spring Convocation.

The Chairperson of the Committee on Rank and Tenure invites all members of the faculty to submit nominations for the award. All nominations from the faculty are considered by a nominating committee composed of the Chairperson of the Committee on Rank and Tenure, the Chairperson of the Committee on Faculty Development and Research, and the three immediate past recipients of the award. The Chairperson of the Committee on Rank and Tenure acts as chairperson of this nominating committee. This five-member body screens all names submitted by the general faculty, selects valid nominations, and adds additional nominations if it desires. From the entire list of nominees, the nominating committee proposes the names of finalists to the Committee on Rank and Tenure and the Committee on Faculty Development and Research. These two committees meet in joint session in November and by secret ballot render the final selection, which is made by a simple majority of the votes cast. The name of the selected person is then transmitted to the President, who makes the formal announcement.

A winner of the award becomes eligible for renomination after three years. The amount of the honorarium attached to this award is set by the Committee on Faculty Development and Research.

2.11 Faculty Organizations

The Regis College Chapter of the American Association of University Professors is an autonomous group associated with the national American Association of University Professors. All members of the faculty are entitled to join the Chapter. The Chapter is the certified bargaining agent at Regis College and also sponsors general faculty meetings and social gatherings and co-sponsors events which increase the community spirit of the College.

III

THE PROFESSIONAL LIBRARIANS

3.1 Definition

Full-time professional librarians are considered to be non-teaching, administrative faculty. They hold faculty rank, but are not entitled to tenure.

3.2 Librarians and Academic Rank

Full-time professional librarians may be appointed to or promoted to any of the four regular academic ranks: Instructor; Assistant Professor; Associate Professor; or Professor. Such a person:

a. ordinarily has full-time duties as a college librarian;
b. fulfills the duties and responsibilities of a faculty member as specified in Section 3.8, "Duties and Responsibilities" (of Librarians), and as specified in his job description; and
c. meets or exceeds the criteria for assigned rank as described below.

3.2.1 Instructor

Possession of a master's degree in librarianship or its equivalent. Decisions on degree equivalency are made by the Dean of the College in consultation with the Head Librarian, at the time of the initial appointment. The Dean of the College shall provide the individual, the Head Librarian, and the Committee on Rank and Tenure with a written copy of his decision.

Either proven or presumptive ability to fulfill the requirements of the position assigned.

3.2.2 Assistant Professor

Possession of a master's degree in librarianship or its equivalent.

Three years of full-time service as a professional librarian at a college or university library with the proviso that any

or all of this experience may be waived if an appropriate master's degree in another subject area, or accomplishments that are considered equivalent, is obtained prior to appointment or promotion to this rank.

Either proven or presumptive ability to fulfill the requirements of the position held.

3.2.3 Associate Professor

Possession of a doctorate in librarianship or a master's degree in librarianship and a master's degree in another subject area.

A minimum of eight years of full-time, ranked service as a professional librarian at the college or university level or a minimum of five years of full-time service at the rank of Assistant Professor.

Evidence of outstanding fulfillment of the job requirements and of developed professional competence.

Evidence of distinguished faculty and library leadership and of devoted service to the students, faculty, and the College.

3.2.4 Professor

Possession of a doctorate degree in librarianship or a master's degree in librarianship and a doctorate degree in another subject area.

A minimum of twelve years of full-time, ranked service as a professional librarian at the college or university level or a minimum of six years of full-time service at the rank of Associate Professor.

Evidence of outstanding fulfillment of the job requirements and of mature professional competence.

Evidence of distinguished faculty and library leadership and of devoted service to the students, faculty, and the College.

3.2.5 Professor Emeritus

Designation and appointment of a professional librarian to

the rank of Professor Emeritus is governed by such statements as may be applicable in Section 2.2.2, "Professor Emeritus."

3.3 Policies on Recruitment and Appointment

Policies governing recruitment, appointment, and documents and records are set forth in Sections 2.3.1 ("Recruitment"), 2.3.2 ("Appointment of Ranked Faculty"), and 2.3.3 ("Documents and Records"). For clarification, it is understood that the term "department" is equivalent to library, Department Chairperson is the Head Librarian, department members are the professional librarians, full-time teaching experience is equivalent to full-time experience as a professional librarian, and that tenure is not applicable to librarians.

3.4 Policies on Promotion

Promotion in rank is made on the basis of fulfillment of the qualifications discussed in this section and in Section 3.2, "Librarians and Academic Rank," and on fulfillment of the job objectives established by the library's system of Management by Objectives.

The initial responsibility for applying for advancement in rank rests with the individual professional librarian. The Head Librarian, the Dean of the College, or the Committee on Rank and Tenure may also initiate promotion applications. Applications for advancement in rank must be accompanied by a recommendation from the Head Librarian. Actions initiated by the Committee on Rank and Tenure do not require a supervisor's recommendation.

The criteria set forth in this section and in Section 3.2, "Librarians and Academic Rank," and in the appropriate job description and library management objectives forms should be used by the professional librarian in preparing his annual self-evaluation form, by the Head Librarian in evaluating his professional staff, and by the Committee on Rank and Tenure in its deliberations.

No librarian is entitled to promotion solely because of length of service.

Job effectiveness is deemed of greater importance than any other criterion.

The criteria set forth in Sections 3.4.1 ("Professional Experience"), 3.4.2 ("Job Effectiveness"), and 3.4.3 ("Service to the College") must be met by everyone seeking promotion. In addition, a professional librarian being considered for promotion must have met the criteria in at least one other of the categories listed previously and numbered 2.4.5 ("Research and Creative Work"), 2.4.6 ("Professional Competence and Activities"), and 2.4.7 ("Service to the Community").

3.4.1 Professional Experience

The normal, minimum full-time ranked service as a professional librarian required for each rank is detailed in Section 3.2, "Librarians and Academic Rank." Deviation from these minimums must be fully justified by the party initiating the request for early promotion, and the Committee on Rank and Tenure must concur in the justification.

A year of full-time, ranked professional experience means that an individual has fulfilled the duties and responsibilities of a ranked faculty member and librarian for a complete fiscal year. A year of full-time ranked service at any regionally accredited college or university is equivalent to a year of full-time, ranked service at Regis College, with the proviso that a minimum amount of service at Regis College is normally required before promotion to the next rank as follows:

a. for promotion to the rank of Associate Professor, a minimum of two years experience at Regis College at the rank of Assistant Professor; and
b. for promotion to the rank of Professor, a minimum of three years experience at Regis College at the rank of Associate Professor.

Part-time service, other than as a graduate assistant, at a regionally accredited college or university, or full-time artistic, business or professional experience may be counted towards promotion on a pro-rata basis, provided that:

a. the amount of credit has been agreed upon by the professional librarian, the Head Librarian, and the Dean of the College at the time of the initial appointment; and
b. direct relevance between the claimed experience and

the individual's job area is firmly established. Decisions regarding the equivalency of this experience to the requirements for promotion are made by the Head Librarian and the Dean of the College in consultation with the professional librarian and require the formal concurrence of the Committee on Rank and Tenure.

3.4.2 Job Effectiveness

Regis College recognizes that since librarians are non-teaching faculty, excellence in job performance is the most important attribute of a professional librarian. Job performance must be thoroughly documented and related to the general position classification document and any specific statements of individual objectives agreed to as part of the library's Management by Objectives system.

In order to judge fairly the total job effectiveness of each professional librarian, the Head Librarian should draw such information as suggested below from the individual's self-evaluation forms and from his peers and other users of his expertise:

a. command and knowledge of one's specialty area;
b. fulfillment of one's principal responsibilities;
c. ability to direct the activities of subordinate, non-professional staff members;
d. knowledge of current developments in one's area of responsibility; and
e. ability to apply experimentally ideas gained from individual study and observation to the improvement of one's area of responsibility in the library.

3.4.3 Service to the College

As is true of the teaching faculty, professional librarians may reasonably be expected to demonstrate active participation in the other concerns of the College, to include:

a. service on library committees, attendance at library staff meetings, and participation in the library's decision-making processes;
b. service to and participation in the business of the general faculty (e.g., faculty meetings, faculty committees, AAUP);
c. service on and participation in the business of college committees;

d. service as a moderator of student activities; and
e. fulfillment of special assignments.

3.5 Statement on Tenure for Librarians

Regis College does not grant tenure to its professional, non-teaching faculty. However, a professional librarian is entitled to due notice of non-reappointment as set forth in Section 2.7.1, except that the term "year" (understood to mean the time period specified in the librarian's letter of appointment) should be substituted for the term "academic year."

3.6 Procedures for Review and/or Promotion in Rank

Reappointment is, in the final instance, a decision made by the Dean of the College; promotion in rank is, in the final instance, a decision made by the President with the approval of the Board of Trustees. Because of the importance of these decisions to the entire academic community, the Dean of the College and the President are advised by the Head Librarian and their decisions should be in concurrence with the Committee on Rank and Tenure.

General Procedures for the annual review process are explained in Section 2.6.1, "General Procedures." For professional librarians the immediate supervisor is the Head Librarian.

Procedures for promotion are explained in Section 2.6.3, "Procedures Relative to Promotion in Rank."

3.7 Policies and Procedures Relating to Severance

The types of severance action which may apply to professional librarians are non-reappointment, resignation, and dismissal.

Non-reappointment is defined and discussed in Section 2.7.1, "Non-Reappointment," and is relevant to professional librarians even though they do not technically hold a probationary appointment.

Resignation is explained in Section 2.7.2, "Resignation." The term "year" (understood to mean the time period specified in the librarian's letter of appointment) should be substituted for the term "academic year."

Dismissal for adequate cause is defined and explained in Section 2. 7.4, "Dismissal."

3.8 Duties and Responsibilities

Professional librarians, as non-teaching faculty members, have the same duties and responsibilities as do teaching faculty as set forth in Section 2.8, except for teaching (Section 2.8.2) and student advising (Section 2.8.3). All other criteria in Section 2.8, "Faculty Duties and Responsibilities," apply, except as modified below.

3.8.1 Service to the Institution

The professional librarian's first line of administrative responsibility is to the Head Librarian.

3.8.2 Workload

Professional librarians work an average of forty hours per week for eleven months per year.

3.9 Rights and Privileges

Professional librarians have the same rights and privileges as other members of the faculty as set forth in Section 2.9, "Faculty Rights and Privileges," except as modified or clarified below.

3.9.1 Academic Freedom

Academic freedom, as defined in Section 2.9.1, is accorded to all professional librarians because they are often present at the point of student contact with ideas. Librarians are free from fear of dismissal or reprisal for carrying out job-related tasks such as those listed below, and particularly for those duties which are carried out only after consultation with the teaching faculty, such as a. and b. below:

a. the selection of publications, including determination of what to discard from an existing collection and what to accept or refuse from donors;
b. determination of restrictions on circulation or on access with regard to library materials;
c. the determination of the degree of prominence in

the shelving of selected library materials;

d. the issuing of bibliographies that might include controversial publications; and

e. the advising of students as to what to read or study.

3.9.2 Sabbatical Leave

Regis College expressly recognizes the principle of sabbatical leaves for professional librarians. Policies and procedures for such leaves are explained in Section 2.9.5, "Sabbatical Leave."

3.9.3 Professional Travel

The library budget contains money for professional travel; therefore, Section 2.9.7, "Professional Travel Expenses," does not apply to librarians.

3.9.4 Research Supports

Professional Librarians engaging in research apply for support as provided in Section 2.9.4, "Research Supports."

3.9.5 Faculty Development

Professional Librarians are entitled to apply for appropriate developmental aid to the Committee on Faculty Development and Research (see Section 2.9.8).

3.9.6 Letters of Appointment

Letters of appointment for professional librarians are issued on a fiscal year basis and are subject to the provisions of the current Collective Bargaining Agreement. They are issued for the succeeding fiscal year not later than March 15. Each letter of appointment will specify the rank, salary, primary duties of the individual, and the term of appointment. In addition, an initial letter of appointment will set forth any special conditions or considerations as required elsewhere in this Faculty Handbook (such as the amount of previous experience to be credited toward promotion).

IV

EQUAL EMPLOYMENT OPPORTUNITY POLICY

4.1 Policy Statement

The Regis Educational Corporation does not discriminate against qualified employees or applicants for employment on the basis of race, color, creed, sex, national or ethnic origin, physical or mental handicap, or other factors which cannot lawfully form the basis for an employment decision. Regis College and High School admit qualified students regardless of race, color, creed, national or ethnic origin, physical or mental handicap, or other factors which cannot lawfully be the basis for an admission decision. Although the College admits students without regard to sex, the High School admits only male students and is legally entitled to do so. Neither the College nor High School discriminate on the basis of race, color, creed, national or ethnic origin, physical or mental handicap or other impermissible factors in the educational programs or activities which they operate.

4.2 Action Policy

Affirmative action will be utilized to assure the complete implementation of the above policy. This action includes, but is not limited to the following:

a. utilization of all sources of applicants to insure equal consideration of qualified individuals from all segments of the community;

b. equal consideration of all qualified employees in the areas of promotion, transfer and training;

c. cooperation with authorized individuals responsible for administering Federal and State laws and regulations in the areas of Equal Employment Opportunity and Fair Employment practices, and so advertising on its employment opportunities notifications; and

d. within institutional resources, provision of maximum opportunity to employees to enhance their skills to enable them to reach their full potential through the College tuition-remission plan and in-service training programs.

These action policies shall regularly be brought to the attention of

the Headmaster, Principal and all Directors, Deans, and Department Heads.

4.3 Policy Objectives

By implementing the above policies, Regis intends to utilize more fully the skills and potential skills of well-qualified individuals to the mutual advantage of Regis and its employees.

In achieving the objectives of these policies, Regis will periodically review the administration of the policies and, where deemed necessary, will implement changes to eliminate any possibility of illegal or improper discrimination against employees or prospective employees.

APPENDIX A

Other Officers Of Administration - Regis Educational Corporation

I. The Office of the President

Special Assistant to the President
Legal Counsel

These two staff positions serve the President, the Corporation, and the Board of Trustees on a variety of internal and external community relations matters, as well as on state, federal, and governmental relations, and legal matters. In addition, they serve as the staff and personal representatives of the President when requested to do so by the President.

II. The Academic Officers

See Section 1.4.

III. Dean of Campus Life

The Dean of Campus Life coordinates the student personnel services for the College, establishes policy in all non-academic areas of student life within the outlines of general corporate policies, and integrates, in cooperation with the Dean of the College, the student personnel program with the total education program of Regis College.

The following are the major officers who report to the Dean of Campus Life, either directly or through the Associate Dean of Campus Life-Director of Residence Life, or the Director of Human Development:

a. Associate Dean of Campus Life-Director of Residence Life
b. Director of Human Development
c. Director of Admissions
d. Director of Financial Aid
e. Director of Placement and Career Planning
f. Director of Athletics
g. Assistant Director of Health Services

h. Director of Scheduling

IV. Director of Campus Ministry

The Director of Campus Ministry has the basic mission of coordinating and administering the Campus Ministry Team and program. The Director develops new programs and evaluates existing ones in regard to their effectiveness.

V. Executive Director for Development

The Executive Director for Development is the chief officer of the Corporation in matters of development and fund raising, public relations, and alumni affairs. The Director insures that Regis College and Regis High School have representative programs in the above areas. The Executive Director for Development supervises, directs, and evaluates the activities, programs, and planning of these efforts on behalf of the Corporation.

The following are the major non-academic officers who report to the Executive Director for Development:

a. Executive Director of Public Affairs
b. Director of Development
c. Director of Planned Giving

VI. Director of Corporate Services

The Director of Corporate Services is the chief business and financial officer of the Corporation. The Director directs and coordinates the Corporation's fiscal and business affairs; formulates and recommends financial and non-academic personnel policies, plans, and objectives; approves budgetary, financial and business service programs; appraises the performance of annual and long-range forecasts of capital and operating budgets, staffing projection, and other matters important to the successful financial administration of corporate affairs.

The following are the major non-academic officers who report to the Director of Corporate Services:

a. Controller
b. Business Manager

c. Director of Facilities
d. Non-Academic Personnel Officer

VII. Headmaster, Regis High School, and Principal, Regis High School

These are the two principal officers of Regis High School. The Headmaster is in charge of the entire high school with special emphasis on external relations. The Principal is the chief internal operations officer of Regis High School and is responsible for academic interface with Regis College.

APPENDIX B

Regis Jesuit Rationale

A Vision Against Which To Measure Ourselves

A Community of Vision

We Jesuits at Regis pray that we are continually being formed according to the world view of St. Ignatius as it is presented to us through the Spiritual Exercises. Inspired by this vision in a time of change and uncertainty that calls for risk and adaptation, we are motivated by a dedication and loyalty which are centered in Christ and make us men for others. We seek the good of our fellow Jesuits within the Community, and we manifest this desire by mutual understanding and a fraternal concern for one another. Together we contribute to a Christian and Catholic environment by our word and example, which reach out to all about us: students, faculties and staff, alumni and other friends - the entire Regis community - and ultimately to all with whom we come into contact.

A Community of Attraction

Our faith should be such that we inspire others to wish to know our source of life that they too may be driven to the same source, the Spiritual Exercises, which with God's grace will lead them if not to the Faith at least to an understanding and hopefully an admiration for all that motivates us. Thus we will be able to work with them as co-laborers for the ends of faith and justice which Congregation XXXII has proposed to us.

A Community of Talent

In our apostolate we see ourselves as men sent, missioned, by Christ, the Church, the Society, our superiors, and by one another to carry on the apostolate in which we are engaged. We see ourselves, not as individuals, but as a Society in which the talents of each one are complements to those of the Community as a unified whold, knowing that alone we can do nothing, but that with mutual support in our common mission we can achieve the magis to which we are called. Seeing what we can do as a unified whole depending on one another, we esteem our personal gifts, be they great or small, as a source of great potential in God's service. Thus we are inspired to serve

God and our fellow men in joyful manner. Meanwhile, we acknowledge the talents and the gifts of our co-laborers who in many cases may be more knowledgeable and competent than many of us. We welcome them as colleagues in the apostolate, and we joyfully admit our need for them if we are to be effective in God's service.

Ignatian Education

Beyond the Community, we acknowledge that the responsibility of most of us is a responsibility, given to us by the people of God, to the students. They are the raison d'etre of the educational part of our apostolate. Because of them, each one of us must be as professionally competent in his field as he can possibly be that we may give them the excellence in academic training and Christian development which they should expect of us. Herein each must use his particular talents and other gifts. Some are administrators, some counselors, etc., but in each instance the students are the recipients of our efforts. Integral to our apostolate are those who engage in other works both on and off campus. Because of them we are more available for the immediate carrying out of our academic mission. They, in turn, by their labors and Christian witness vitalize and expand our mission.

The Community in Action

The faculties of religious studies and philosophy are particularly important to our apostolate because it is through them that the students deepen their understanding of the nature of man and of their relationship to God. Other fields have their own particular facets of truth and/or goodness to open to the students ways of living life to the fullest. All of us have much to offer in the way of spiritual services: pastoral counseling, private and common prayer, example, and above all the Eucharistic Sacrifice, especially when we celebrate together and thereby give witness of our unity in Christ with one another. If as men for others, we are sharing with our associates both on and off campus, certainly our greatest gifts should be spiritual: our Masses, our prayers, and especially the Spiritual Exercises, which are, according to Father General, the source of Christian Formation for both us and our co-laborers.

We depend heavily on those of our Community whose apostolate is principally pastoral, whether it be on and/or off campus. They constantly remind us that the Ignation vision is far broader than the academic expression to which most of us in the Community are presently called. Moreover, they are our strongest bond with the Archdiocese and the Archbishop; in short, with the

people of God in metropolitan Denver and beyond.

Evaluating Our Efforts

Whenever an ideal is proposed, we are all aware of personal weaknesses and prejudices. In the light of our mission, these should be overcome by our vision of a common purpose examined with an attempt at mutual understanding and charity. Finally, we should be extremely practical in evaluating the extent to which our ideal is implemented. We must regularly examine ourselves on the extent to which our students and graduates reveal a desire to become men and women for others, people gifted with conscience, intelligence, and leadership, Christians called to go out of themselves and to give themselves to a world desperately in need of Men for Others.

APPENDIX C

Regis College Patent Policy

The following patent policy was approved by the Board of Trustees on January 23, 1965.

I. Principle of ownership: Technical information, discoveries, inventions, industrial values and patents resulting from research or investigation conducted by staff members or students of the College, on its time or with its facilities, are the property of the College and shall be assigned to the College or its designee. In the event investigation results in discoveries or inventions which according to common usage may be patented, the College reserves the right to protect such inventions by patent application, implicitly governing its action with due regard to the protection of the rights of the College and the interests of the rights of the College and the interests of the employee inventor, the sponsor and the student or investigator who has carried out the research contributory thereto, either as a thesis or as an assigned research project. The College shall own right, title and interest in such patents, reserving the right to direct the assignment thereof to others.

II. Equities of participating parties: It is the policy of Regis College, with reference to all creative endeavors of its staff members and students conducted on its time or with its facilities, to recognize the interests of the College, the staff member, student, sponsor and other cooperating or participating agencies. It is recognized that patents or inventions might arise from research conducted on several different bases as noted below. After the initial administration and patent costs of Part II (1) have been repaid, the net proceeds shall be construed to mean that amount of money received by the College after the Patent Management Agency's fees have been deducted from the gross royalty receipts. If the College acts as the management agency for the patents, then the net proceeds shall be construed to mean that amount of money remaining after the cost of the College employee's time and a reasonably calculated overhead have been deducted from the gross royalty receipts.

(1) Investigations financed wholly by the College, that is, sponsored by the College and carried out by public funds and by persons paid by the College: The principles of ownership are stated in paragraph I above. Should a patent or discovery which is assigned to the College or its designee bring in a net return in

excess of the cost of obtaining such patent, the payment of a just compensation to the discoverer or inventor shall be paid from the net proceeds. In general, just compensation shall be considered to be 33 1/3% of such net proceeds, to be determined at the end of each Regis College fiscal year. If the invention is a joint discovery arising from research done on theses or dissertations or in connection with thesis or dissertation problems, the amount allotted, i.e., 33 1/3% of the net proceeds, shall be divided 50% to the student or students who have helped with the work.

(2) Investigations financed wholly or partially by governmental, industrial, philanthropic or other organizations or by an individual not employed by the College: In this case the research shall be prosecuted under a contract or written agreement stating the rights and ownership of patents which may result from the research. Before work is started on a program covered by such an agreement or contract, the principal investigator shall be responsible to advise his co-workers of their rights. In general, it shall be the policy to approximate the same conditions as prevail in paragraph II (1) above.

(3) Investigations performed by an employee of the College wholly or partly on his own time and at his own expense: Such cases shall be brought to the attention of the President of the College. The President, with the aid of such advice as he may seek, shall determine whether the invention is of Type A, Type B, or Type C.

Type A. When a discovery is made partly at the expense of the individual, without incurring a direct expense (including reasonably calculated overhead) in excess of $100 in the use of Regis College's facilities and outside the normal field of the individual's employment, the results of such research are the private property of the investigator. Regis College will not construe the payment of salary or the provision of normal academic environment as constituting grounds for equity by the College in such inventions.

Type B. When a discovery is made partly at the expense of the individual, with the College contributing $100 or more in direct expense including cost of time of

Regis employee(s) and reasonably calculated overhead or laboratory expenses or in the normal field of the individual's employment, the procedure shall be the same as in paragraph II (1) above, except that, in general, just compensation shall be considered to be 50% of the net proceeds, to be determined at the end of each Regis College fiscal year.

Type C. When a discovery is made by an individual acting as a consultant, the following procedure shall apply. College regulations require that staff members obtain authority to conduct extensive consultation by written request to the Dean of the College (see section 2.8.9). If patents may be involved in the course of the consulting service, this subject must be covered in the request to do the work and must, in such cases, have the approbation in writing from the President. If the individual is asked to sign an agreement covering patent matters as part of the consulting arrangement, a copy of that agreement must be attached to and become a part of the request to perform the consulting work. The President may give permission to assign patents resulting from consulting work to other than the College or its designee by approving the request to perform the consulting services (provided the work is done without the use of the College equipment or facilities).

(4) At the time that arrangements are made to apply for a patent in accordance with sections (1), (2), or (3) Type A or Type B above, a specific agreement shall be prepared covering the just compensation to the discoverer or inventor.

III. Patent Policy Review: Regis College reserves the right to terminate or alter this Patent Policy at any time by written notice to such effect, provided, however, that any such termination or alteration shall not affect any rights or obligations which have accrued and vested prior to the promulgation of such notice.

No Patent Management Agency: Regis College may utilize the facilities of a non-profit patent management organization, both for the College and for inventors by voluntary assignment of their inventions; as indicated in the policy statement above, the equities of inventors and their inventions

are recognized and, when an invention is assigned to the College, the inventor receives 33 1/3% or 50% on the net income derived from the sale or exploitation of any patents obtained on the invention, as specified in Section II of the policy statement above.